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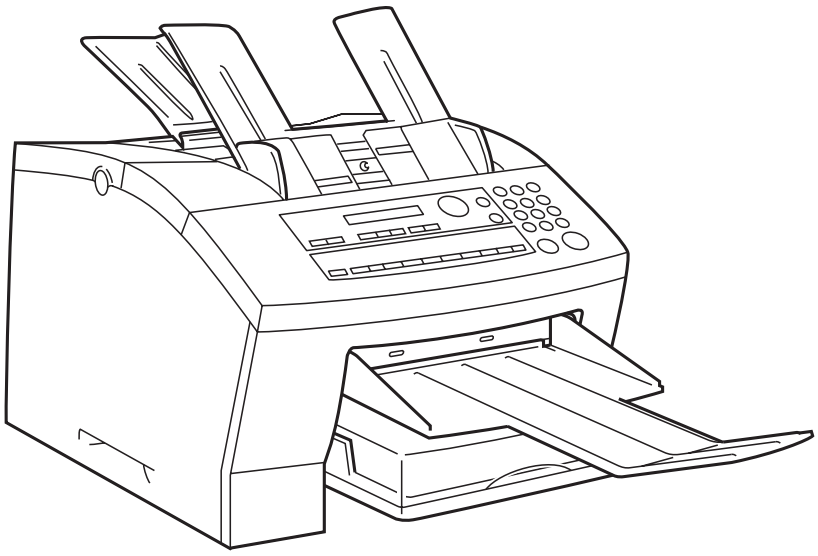
MINOLTA

MINOLTAFAX 1600e

Operator's Manual



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Contents

SAFETY INFORMATION

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual.

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*Please note that some parts of the contents of this section may not correspond with the purchased product.

■ Warning and Precaution Symbols

⚠WARNING:	**Ignoring this warning could cause serious injury or even death.**
⚠CAUTION:	**Ignoring this caution could cause injury or damage to property.**

■ Meaning of Symbols

A triangle indicates a danger against which you should take precaution.

This symbol warns against cause burns.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A black circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

⚠WARNING

	• **Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.** • **Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.**
	• **Only use the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.** • **Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.** • **Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.**
	Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
	Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.
	• **Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.** • **In principle, do not use an extension cord. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.**

⚠WARNING

	Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. **Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.**
	• If this product becomes inordinately hot or emits smoke, or unusual odor or noise, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. **• If this product has been dropped or its cover damaged, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.**
	• Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.
	• Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

⚠CAUTION

- **Do not use flammable sprays, liquids, or gases near this product, as a fire could result.**
- **Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.**
- **Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.**
- **Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock.**
- **Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.**
- **Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.**
- **After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.**
- **Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.**

- **The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.**

- **Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs.**

- **The socket-outlet shall be installed near the machine and shall be easily accessible as the power plug may be difficult to pull out when an emergency occurs.**

- **Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.**
- **Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.**
- **When moving this product, always hold it by the locations specified in the operator's manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.**
- **Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.**
- **When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.**

Precautions for Routine Use

- **Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight and high temperature and humidity, as poor image quality and malfunction could result.**
- **Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result.**
- **Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result.**
- **Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result.**
- **Do not throw or drop a toner unit or PC drum unit as poor image quality could result.**
- **Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance.**
- **Do not use this product in an environment with a temperature outside the range specified in the operator's manual, as a breakdown or malfunction could result.**
- **Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result.**

- **Do not touch or scratch the surface of the toner unit, developing roller and the PC drum, as poor image quality could result.**

- **Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and breakdown.**

Miscellaneous

- **Do not rest your weight on the control panel, as a malfunction could result.**
- **Normal international communications may at times not be possible depending on line conditions.**
- **If tap or well water is used in a humidifier, impurities in the water are discharged into the air and may be deposited inside the printer, resulting in poor image quality. It is recommended that pure water that does not contain any impurities be used in the humidifier.**
- **The cooling fan may be activated automatically, but this suggests no problems.**
- **Ni-MH (Nickel Metal Hydride) Batteries are installed inside machine as back up memory batteries. Please dispose according to local, state and federal regulations.**

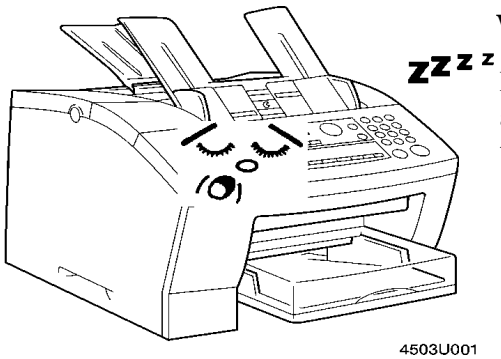
For U. S. A. / Canadian Users

As an Energy Star Partner, this fax has determined that this machine meets the Energy Star Guidelines for Energy Efficiency.

For Other Country Users

This machine meets the *EPA's Energy Star Guidelines for Energy Efficiency.

*The U. S. Environmental Protection Agency



What is an Energy Star Machine ?

Energy Star Machines have a feature that allows them to automatically turn off or "go to sleep" after a period of inactivity, ensuring night and weekend shut off.

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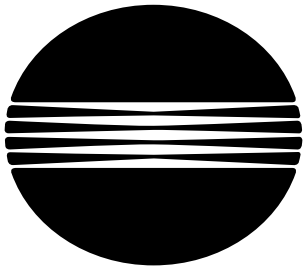


MINOLTA

MINOLTAFAX 1600e

This manual explains the functions and operation of the MINOLTAFAX 1600e machine. It also gives some troubleshooting tips as well as general precautions to be observed when operating this fax machine.

To ensure the best performance and effective use of your fax machine, please read this manual carefully from cover to cover. After you have read through the manual, keep it near your fax machine for handy reference. It should help in solving any operational questions you may have.

Trademark acknowledgments

Microsoft, MS-DOS, Excel and Windows are registered trademarks of Microsoft Corporation.

IBM, PC/AT and PS/2 are registered trademarks of International Business Machines Corporation.

Please follow the instructions given in this manual when handling your fax machine and do not touch any part of the machine which the manual does not cover. NEVER attempt to disassemble or remodel the fax machine.

Safety Information

IMPORTANT SAFETY INSTRUCTIONS

- Make sure that the electrical outlet that you use is located near the facsimile.
- Only connect the facsimile to a graunded outlet.

IMPORTANT SAFETY INSTRUCTIONS	**IMPORTANTES MESURES DE SÉCURITÉ**
When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:	Certaines mesures de sécurité doivent être prises pendant l'utilisation de matérial téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelque-sunes:
1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.	1. Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
2. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.	2. Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut presenter un risque de choc électrique causé par la foudre.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.	3. Ne pas utiliser l'appareol téléphonique pour signaler une fuite de gaz s'il est situe prèes de la fuite.
4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.	4. Utiliser suelement le cordin d'alimentation et le type piles dans indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se confrmer aux règlements pertlnents quant à l'élimination de poles.
SAVE THESE INSTRUCTIONS	CONSERVER CES INSTRUCTIONS

Laser Safety

This is a Fax machine which operates by means of a laser. There is no possibility of danger from the laser, ---- provided the machine is operated according to the instruction this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

INTERNAL LASER RADIATION

Maximum Average Radiation Power: 0.73 mW at the laser aperture of the print head unit.

Wave Length: 770-810 (nm)

•This product employs a Class 3b laser diode that emits an invisible laser beam.
•The laser diode and the scanning polygon mirror are incorporated in the print head unit.
•The printer head unit is NOT A FIELD SERVICE ITEM.
•Therefore, the printer head unit should not be opened under any circumstances.

CDRH Regulations

This machine is certified as a Class I Laser product under Radiation Performance Standard according to the Food, Durg and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Deparment of Health and Human Service (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown to pages xv indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CAUTION:

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-810 nm

For European Users

CAUTION:

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-810 nm.

For Denmark Users

ADVARSEL:

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for strålng. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 5 mw og bølgelængden er 770-810 nm

For Finland, Sweden Users

LOUKAN 1 LASERLAITE

KLASS 1 LASER APPARAT

VAROITUS!:

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteiylle.

Tämä on puolijohdelaser. Laser diodin sunrin teho on 5 mw ja aallonpituus on 770-810 nm.

VARNING!:

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning som överskrider gränsen för laser klass 1.

Der hät är en halvledarlaser. Den maximala effekten för laserdioden är 5mw och våglängden är 770-810 nm.

VARO!:

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Äjä katso säteeseen.

VARNING!:

Osynlig laserstråining när denna del är öppnadoch spärren är urkopplad. Betrakta ej stråien.

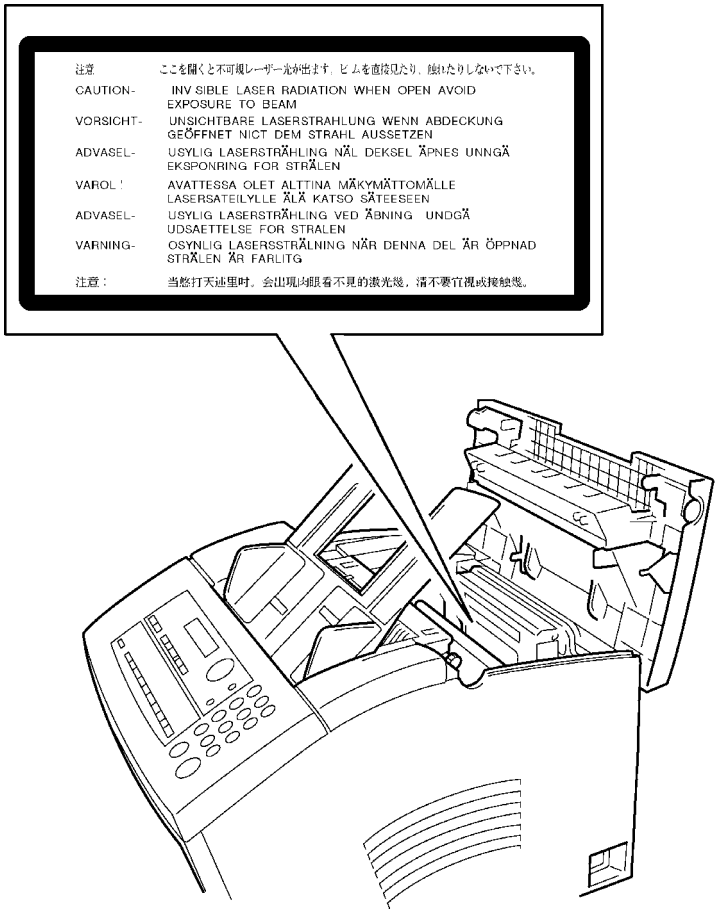
For Norway Users

ADVARSEL:

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette er en halvleder laser. Maksimal effeckt til laserdiode er 5mW og bølgelengde er 770-810 nm.

WARNING LABELS


注意 ここを開くと不可視レーザー光が出ます．ビムを直接見たり，触れたりしないで下さい。
CAUTION- INV SIBLE LASER RADIATION WHEN OPEN AVOID EXPOSURE TO BEAM
VORSICHT- UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEÖFFNET NICT DEM STRAHL AUSSETZEN
ADVASEL- USYLIG LASERSTRÄHLING NÄL DEKSEL ÄPNES UNNGÄ EKSPONRING FOR STRÄLEN
VAROL ' AVATTESSA OLET ALTTINA MÄKYMÄTTOMÄLLE LASERSATEILYLLE ÄLÄ KATSO SÄTEESEEN
ADVASEL- USYLIG LASERSTRÄHLING VED ÄBNING UNDGÄ UDSAETTELSE FOR STRALEN
VARNING- OSYNLIG LASERSSTRÄLNING NÄR DENNA DEL ÄR ÖPPNAD STRÄLEN ÄR FARLITG
注意： 当怒打天述里时。会出现肉眼看不見的激光线，请不要宜視或接触线。

4503U002

USER INSTRUCTIONS (For U.S.A. Users)

FCC PART 15 - RADIO FREQUENCY DEVICES WARNING

The following applies to the Facsimile Unit (MINOLTAFAX 1600e).

FCC : Declaration of Conformity	
Product Type	Facsimile
Product Name	MINOLTAFAX 1600e
Accessories	Expansion Memory (Max 2MB)
This Device complies with Part 15 of the FCC Rules. Operation is subject to the following conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operartion	
Minolta Corporation 101 Williams Drive Ramsey, New Jersey 07446 Telephone number : 201-825-4000	

WARNING This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by one or more of the following measures:

•Reorient or relocate the receiving antenna.
•Increase the separation between the equipment and the receiver.
•Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio-TV technician for help.

NOTE This device must be used with shielded interface cables. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

FCC PART 68 - TELECOMUNICATION DEVICES

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information the FCC registration number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

This equipment uses THE FOLLOWING USOC JACKS: RJ11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact:

Minolta Corporation
101 Williams Drive Ramsey,
New Jersey 07446
U.S.A.
Free Tole Fax No. 800-237-8087

The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

This equipment may not be used with a coin service provided by the telephone company. Connection to party lines is subject to state tariffs. (Contact your state public utility commission or corporation commission for information.)

CUSTOMER INFORMATION FOR PRIVATELY OWNED COIN PHONES

To comply with state tariffs, the telephone company must be given notification prior to connection.

In some states, prior approval of connection must be obtained from the state Public Utility Commission, Public Service Commission or state Corporation Commission.

WARNING FOR THE SETTING OF HEADER AND FOOTER

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the following steps. Refer to Chapter 2 "First Things to Know About Your Fax", page 2-14 to 2-18 in this manual.

USER INSTRUCTIONS (For Canadian Users)

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 3) WARNING

The following applies to the Facsimile Unit (MINOLTAFAX 1600e).

This Class B digital apparatus comlies with Canadian ICES003.

Cet appareil numérique de la classe B est conforme â la norme NMB003 du Canada.

IC CS-03-TELECOMUNICATION DEVICE

NOTICE:

The Industry Canada (IC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION:

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate.

NOTICE:

The **Ringer Equivalence Number (REN)** assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

If you experience trouble with this equipment, please contact:

Minolta Business Equipment (Canada), Ltd.
369 Britannia Road E.
Mississauga, Ontario L4Z 2H5
Tel: (905) 890-6600

HEARING AID COMPATIBILITY (For U.S.A. / Canadian Users)

Only a registered handset should be used with this MINOLTAFAX 1600e.

This equipment complies with the Fee/IC guide lines for hearing aid-compatibility.

CE Marking (Declaration of Conformity)

We declare under our sole responsibility that the Facsimile Unit and option to which this declaration relates is in conformity with the specifications below. This declaration is valid for the area of the European Union (EU) only.

CE Marking (Declaration of Conformity)

This product complies with the following EU directives:

89/336/EEC, 73/23/EEC and 93/68/ECC directives.

This declaration is valid for the area of the European Union

The device must be used with shielded interface cables. The use of non- shielded cable is likely to result in interference with radio communications and is prohibited under EU directives.

The copier has been approved in accordance with Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differances between the individual PSTNs provided in different countries, the approval does not , of itself, give an unconditonal assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

Note: The manufacturer should ensure that the vendor and user of equipment is clearly informed of the above information by means of packaging and/or user manuals or other forms of user instructions.

This product is approved for DTMF dialing only. When directly connected to the public switched telephone network (PSTN mode) pulse dialing can **not** used.

(Pulse dialing may only be used when this product is connected to a PABX.)

USER INSTRUCTIONS (For U.K. Users)

These facsimiles are approved for connection to the British Telecom public switched telecommunication systems in accordance with the British telecommunication Act of 1984. The usage should be subject to the condition set out in these instructions. Any other usage will INVALIDATE this approval.

1. The approval of this facsimile for connection to the public switched telephone network (PSTN) is invalidated if the facsimile is used with or connected to:
   (i) internal software that has not been formally accepted by BABT
   (ii) external control software or external control apparatus which causes the operation of the facsimiles to contravene BABT requirement.
2. This facsimile is approved for the use of the following facilities: Tone Dialing (DTMF).
   Automatic Clearing.
   Automatic answering (Facsimile with auto answer to ITU-T T. 30).
   Last Number Redial
   Automatic call initiation.
   Automatic dialing facilities.
   Automatic multiple repeat dial attempts.
   Series connection for 'Off Hook' detection.
   Memory dialing.
   Any other usage will INVALIDATE the approval of the apparatus if as a result it then ceases to conform to the standard against which approval was granted.
3. This facsimile is suitable for connection to exchange lines on PSTN directly or via a compatible private branch exchange.
4. It cannot be guaranteed that the facsimile will operate under all possible conditions of connection to compatible PBXs. Any cases of difficulty should be referred in the first instance to the supplier of the apparatus.
5. Connection to PSTN must not be hardwired.
   The connection to PSTN must be disconnected before the mains plug is removed.
6. The facsimile may be used on PSTN employing Loop disconnect or MF signalling. However, please note as folows:
   Although the facsimile can use either Loop disconnect or DTMF signaling, only the performance of the DTMF signaling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the facsimile is set to use DTMF signaling for access to public or private emergency services if it is used with a telephone. DTMF signaling also provides faster call set up.
7. Ringer Equivalent Number (REN) for the facsimile is 3.
   The REN relates to the performance of the facsimile when used in parallel with other items of terminal equipment. The REN is a customer guide indicating approximately the maximum number of equipment that should be connected in parallel simultaneously to the line.
   To determine the maximum number of items that can be connected in parallel simultaneously to an exclusive line, please add the REN values of each item connected to the exclusive line. The sum should not exceed the maximum REN value of 4. For the purposes of the calculation, the REN of a terminal equipment rented or brought from BT plc. should be assumed to be REN of 3.0 unless otherwise specified.
8. When other telephone apparatus is connected in parallel with the facsimile, it must be set on Tone dialing (DTMF) mode only.
9. When connecting a telephone onto the same line or PBX extension as this facsimile, the serial socket on the LJU unit (on the unit cord) must be used.

10. Please be advised that should another telephone device be used connected to the PSTN via the serial socket on the LJU unit, then problems may be experienced in the following ways.

(1) Difficulty making calls.

(2) Problems in telephone conversation sometimes experienced by both parties. Should difficulties as described above be experienced, then the supplier of the facsimile should be contacted for assistance and not the network operator.

11. The facsimile is not suitable as an extension to a pay phone or as a 1 + 1 carrier system.

12. To this machine on a private exchange (PABX) extension, insert a pause or pauses in the autodial sequence to allow your PABX unit time to connect with the public service telephone network (an outside line) before dialing continues. For example you may require a sequence of 9 "PAUSE" 0908 214315 to transmit a fax message to our Keynes Office.
    To insert pause, press the "PAUSE" key. One key operation causes a pause of 3.5 seconds in the dialing sequence.

13. Use of the facsimile to make overseas fax transmissions, it may be necessary to insert a pause in the autodial sequence when sending transmissions overseas in order that the international exchanges have time to interconnect. For example you may require a sequence of 010 "PAUSE" 1555677899 to transmit a fax message to your New York office.
    To insert a pause, press the "PAUSE" key. One key operation causes a pause of 3.5 seconds in the dialing sequence.

MAINS PLUG WIRING INSTRUCTIONS

This equipment is fitted with a moulded type mains plug incorporating a detachable fuse cover; under no circumstances should the plug be used without the fuse cover fitted. In the unlikely event of the socket outlet in your home not being compatible with the plug supplied, cut off the main plug and fit an appropriate type observing the wiring code blow.

DANGER: The fuse from the cut-off plug should be removed and the plug should be disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted into a socket outlet as a serious electric shock may occur.
If you are not sure how to do this, get help from a qualified electrician.

IMPORTANT

The wires in this mains lead are coloured in accordance with the following code:

GREEN-AND-YELLOW: Earth
BLUE: Neutral
BROWN: Live

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows. The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked by the letter E, or by the safety earth symbol, or coloured green or green and yellow.

The wire which is coloured BLUE must be connected to the terminal which is marked with the letter N or coloured black.

The wire which is coloured BROWN must be connected to the terminal which is marked with the letter L or coloured red.

This apparatus must be protected by a 13A fuse in the mains plug or distribution board.

"WARNING: THIS EQUIPMENT MUST BE EARTHED."

USER INSTRUCTIONS (For New Zealand)

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

Telecom will accept no responsibility should difficulties arise in such circumstances.

This euiipment should not be used under any circumstances which may consititute a nuisance to other Telecom customers.

WARNING NOTICE:

This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service.

OZONE RELEASE

NOTE

=Locate the Machine in a Wall Ventilated Room=

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable , healthy, and safe operating environment, it is recommended that the room well ventilated.

REMARQUE

=Placer l'appareil dans une pièce largement ventilée=

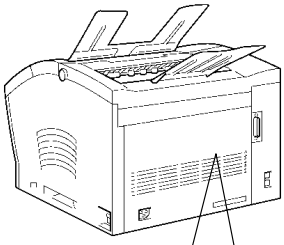
Une quantité d' ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffiisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, samté et sécurité , il est préférable de bien aérer la pièce ou se trouve l'appareil.

Acoustic Noise

For European Users

Machine Noise Regulation 3 GSGV, 18.01.1991: The sound pressure level at the operatior position according to EN 27779 is equal to or less than 70 db (A).

WARNING LABELS



For U.S.A. / Canadian Users

MODEL : MINOLTAFAX 1600
110-127V~ 50 - 60Hz 6A
S/N :
MFD :
USI
LISTED 199C I.T.E. E66579
Tested To Comply With FCC Standards
FOR HOME OR OFFICE USE
This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numerique de la classe B est conforme à la norme NMB-003 du Canada.
COMPLIES WITH PART68, FCC RULES
FCC Registration Number : 1QWTAI-33105-FA-E
FCC Ringer Equivalence : 0.5B
Required Connector : USOC RJ11C
Canadian Ringer Equivalence : 0.2
MINOLTA CO., LTD.
2, Higashi-Akatsuchi, Yawata-cho, Toyokawa-shi Aichi-ken 442-8585, Japan
THIS PRODUCT COMPLIES WITH 21 CFR CHAPTER I, SUBCHAPTER J.
MADE IN TAIWAN R.O.C.

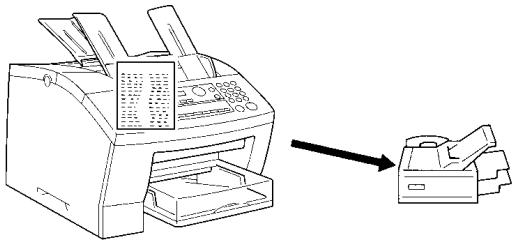
For European Users

MODEL : MINOLTAFAX 1600
220-240V~ 50-60Hz 3.5A
S/N:
CE 0197 X
MINOLTA CO., LTD.
MADE IN TAIWAN R.O.C.
TÜV PRODUCT SERVICE
•ONLY CONNECT THIS EQUIPMENT TO AN EARTHED SOCKET OUTLET.
•APPARATEN SKALL ANSLUTAS TILL JORDAT UTTAG NAR DEN ANSLUTS TILL ETT NÄTVERK.
•APPARATET MÅ KUN TILKOBLES JORDET STIKKONTAKT.
•APPARATET SKAL TILSLUTTES EN STIKKONTAKT MED JORD.
CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT
EUR

Illustrated Fax Function Index

Doing it simply

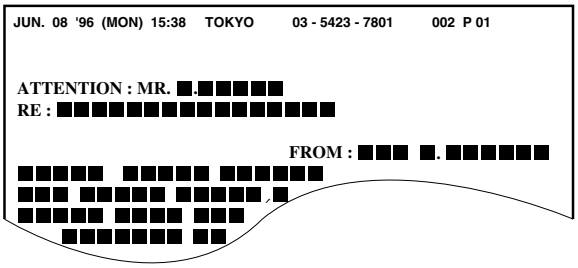
Basic transmitting procedure ⇨ pp. 3-1, 3-5



4503U004

Registering sender ID

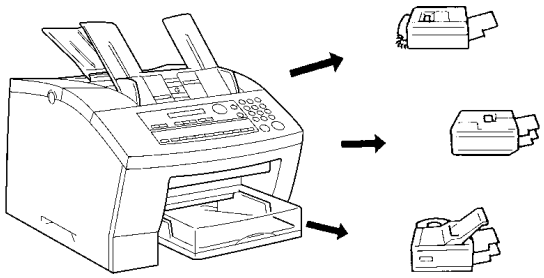
Using the Header ⇨ p. 5-17



4503U005

To multiple destinations

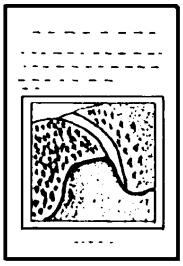
Transmitting a document to two or more destinations ⇨ p. 4-3



4503U007

Transmitting clear photos

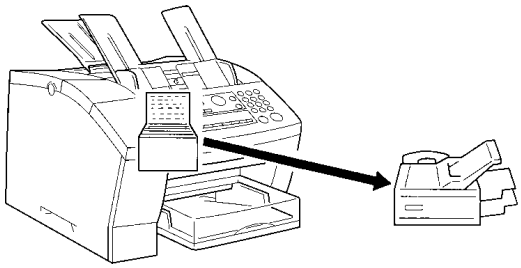
Setting resolution ⇨ p. 3-2



4258U405

Time saver

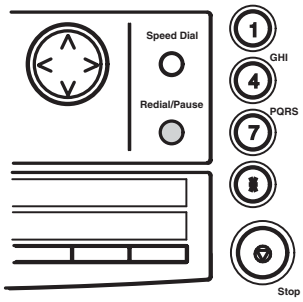
Using the memory function ⇨ p. 6-1



4503U006

To same destination again

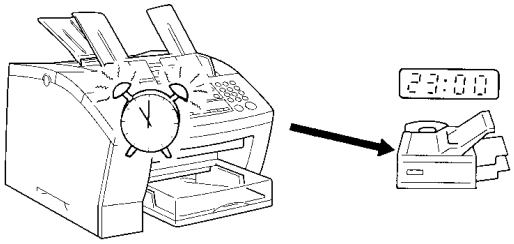
Retrying the Same Party ⇨ p. 6-3



4503U008

At a specific time

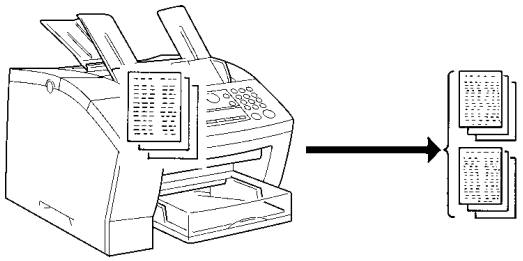
Transmitting a document at a specified time ⇨ p. 4-11



4503U009

Wanting to make copies

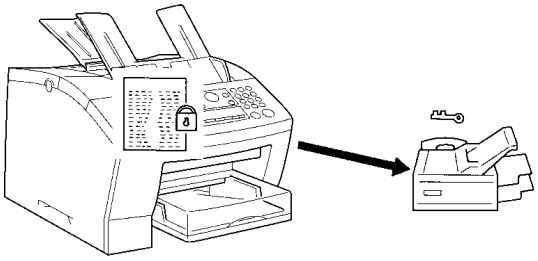
Making copies ⇨ p. 7-1



4503U012

To a particular person

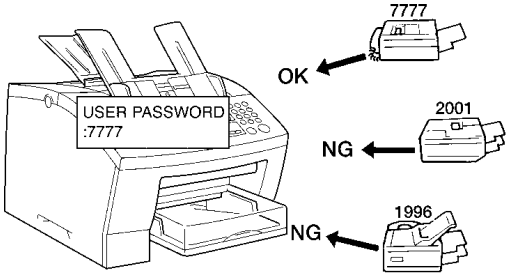
Transmitting a document confidentially to a particular person ⇨ p. 4-14



4503U010

Protecting you from reception of junk mail

Receiving a document only when the password matches ⇨ p. 5-25



4503U011

Wanting communication results

• Confirm ⇨ p. 6-6

• Activity report ⇨ pp. 9-1, 9-6

ACTIVITY REPORT

NO.	COUNTER	DATE	TIME	TX/RX	DESTINATION STATION	PAGE	COMM. TIME	MODE	RELT
1	T/ 000001	SEP.17	09 : 30	TX	OSAKA 03 532 3276	1	0 H 01' 25"	STD	OK ECM
	TOTAL			TX		1	0 H 01' 25"		
				RX		0	0 H 00' 00"		

4503U013

Using This Manual

Organization

This manual consists of 13 chapters. Chapters 1 and 2 give the basic information about the fax, chapter 3 introduces the basic functions of the fax operation, chapters 4 through 10 detail the various advanced functions the machine offers, and chapters 11 through 13 cover maintenance of the fax machine and some troubleshooting tips.

Please read chapters 1 through 3 before attempting to use your fax.
Reading these chapters will help you understand the installation and basic operation of your fax machine.

Read chapters 4 through 10 as necessary when you want to use the more advanced functions the machine offers. An individual explanation is given of each function, allowing you to read only those pages pertaining to the function you want to use.

Chapters 11 and 12 are to be read when you need to add paper, service or troubleshoot the machine. An explanation is given of each operation, allowing you to read only those pages dealing with the operation to be performed.
Chapter 13 contains a quick reference overview of the basic operating procedure, specifications, and index.

Locating the Information You Need

Using the Illustrated Fax Function Index

The most basic fax functions are given in easy-to-understand illustrations.

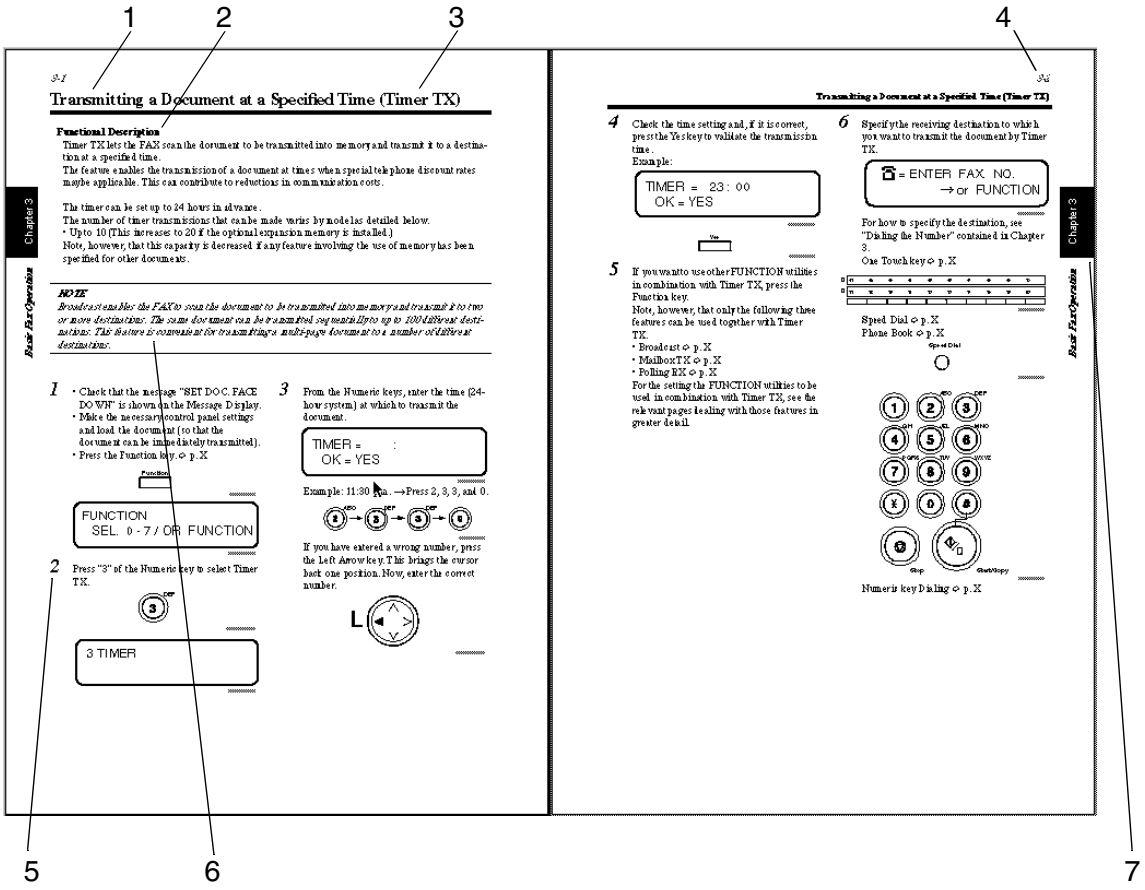
Using the Table of Contents

Many headings are operationally-oriented so that you can easily and quickly locate the information you need as long as you know what you want to do. A particular function name is also given in parentheses following each of these headings. The name is helpful when you have in mind such function names as Redial and Mailbox Transmission.

Using the Index

At the back of the book is an alphabetical index which is function-, item-, or term-oriented; i.e., if you know the name of a particular function or item, use this section to find a reference to the appropriate page number.

Page Layout



1 Operational heading

2 Function description:
Gives an overview of the function operation covered herein.

3 Function name:
The descriptive name used to identify a particular fax operation.

4 Page number:
Used to locate your page.

5 Step number:
Sequential number to follow in performing the procedure.

6 Note:
Calls your attention to a particular point in the procedure.

7 Index:
Used to locate your chapter quickly.

Highlights

This FAX is a laser plain paper facsimile being equipped with high speed 14.4 kbps modem, 8 ppm printing mechanism, quick scanning and dual access capability, youíve got high productivity for office job.

High Productivity

14.4 kbps High-Speed modem

- This FAX's high speed 14.4 kbps modem transmits documents at an impressive 6seconds per page.

Quick Scanning

- With Quick Scanning, once the text is read into memory, you can go back to your seat with documents without waiting for completion of transmission.

Full Dual Access Function

- The time-saving Full Dual Access Function, let you scan documents into memory for transmission even as faxes are being sent from or received into memory, or printed out on paper. And you can print out without hindering the reception of faxes into memory. This helps you spend less wasted time in front of the fax and more work time elsewhere.

2.55MB Memory (2 MB optional)

- A standard 2.55MB of memory can store up to 153 pages*. Capacity is up gradable to a maximum of 4.55 MB(273pages) with optional memory.
  *ITU No.1 Chart at a standard mode.

250-Sheet Paper Tray & 200-Sheet Output Tray

- High-Volume Paper capacity- Store a generous 250 sheets of paper in the paper feeding tray for heavy office use. Also up to 200 sheets can be accommodated when receiving.

One-Touch Dialing (20 numbers) & Speed Dialing (100 numbers)

- To cut down on dialing time, use 20 one touch keys or 100 two-digit speed dialing codes for the numbers you most frequently call.

Easy Operation

Two-Component Cartridge

- Replacing an old cartridge for a new one is easy. The toner and drum cartridge are separate, so the more durable drum cartridge can fully used to its maximum life span.

High Image Quality

Super Fine Micro-Toning (Super Fine-MT) System

- With Minolta's unique Super Fine Micro-Toning (Super Fine-MT) developing system, the Minoltafax1600 assures printout with surprisingly distinct characters and detailed imaging composed of fine 7-micron toner particles.

64-Level Halftone

- For vivid, detailed reproductions of pictures, illustrations or other graphic information, achieve breathtaking result with 64 natural halftone levels that accommodate the lightest and darkest of tones.

PC Connectivity

Standard RS-232C Serial Interface & Class 1 Compatible for PC Fax

- The standard RS-232C Serial interface is equipped and Class1 standard is supported. Once recommended application software is installed, PC fax, PC Printing, PC Scanning and more advanced applications like SUB (Sub addressing), PWD (Password), SEP (Selective Polling) -ITU standard- become available.

Office-and Environment-Friendly

Energy Star Compliant

- With power save mode, unnecessary energy consumption is cut off.

Chapter 1

Installation

This chapter covers site preparation, conditions, precautions for use, and set-up procedures.

Preparation for Installation

Installation Site

To ensure a longer life for the fax, it is highly important to select an appropriate installation site. Choose a site that meets the following requirements.

- A well-ventilated place.
- An area which will not generate ammonia or other organic gas.
- A place which is near a power outlet so that the power cord can be easily plugged in and unplugged.
- An area free from direct sunlight.
- A place which is out of the direct air stream of an air conditioner, heater, or ventilator and is not subject to extremely high or low temperature or humidity.
- A stable and level location not subject to undue vibration.
- A place free from an object that could block the heat exhausting duct of the fax.
- A place away from a curtain or the like that may catch fire and burn easily.
- An area where there is no possibility of being splashed with water or other types of liquid.
- A dust-free location.

Power Source

The power source voltage requirements are as follows.

- Power source: Voltage fluctuation: Within ±10% (+6%, -10% for 127V power supply)
- Frequency fluctuation: Within ±3Hz

NOTE

- *Use a power source with little voltage and frequency fluctuation.*
- *Use an outlet with the specified voltage capacity only.*
- *Be sure to plug the power cord all the way into the outlet. The outlet should also be located near the fax and easily accessible so that the power cord can be unplugged immediately if fax trouble occurs.*
- *Make sure that the outlet is visible, without being hidden behind this fax or any other office equipment.*
- *If any other electrical equipment is sourced from the same outlet, make sure that the capacity of the outlet is not exceeded.*
- *If an extension cord is needed, use one with a capacity more than the power consumption of the fax. A cord which falls short of the capacity requirements could lead to a fire.*
- *Never connect any other appliances or machines by means of a multiple socket to the outlet being used for the fax.*

Grounding

To prevent receiving electrical shocks in the case of electrical leakage, always ground the fax. Consult your Tech. Rep. if you are unable to make grounding connections.

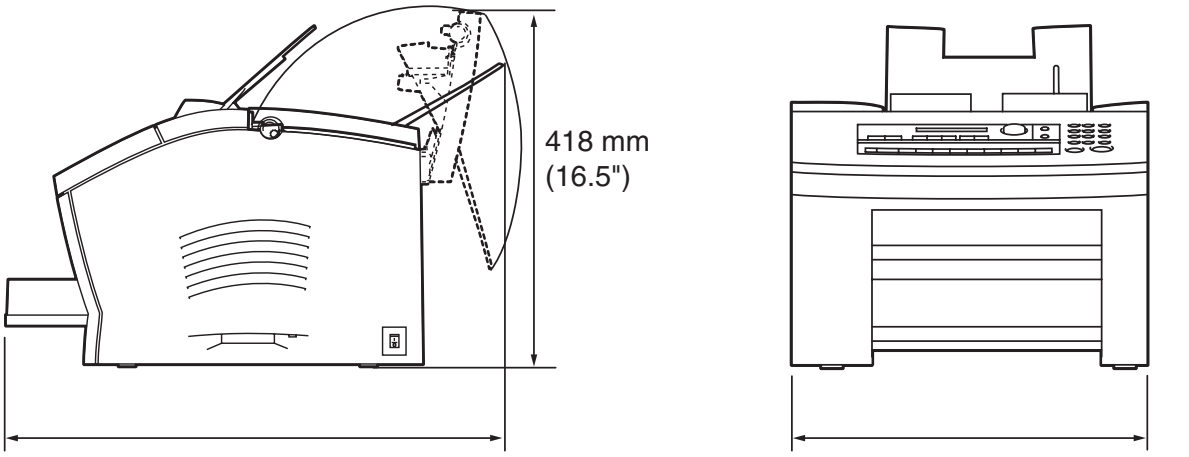
Connect the grounding wire to:

- The ground terminal of the outlet.
- A grounding contact which complies with the local electrical standards.

*Never connect the grounding wire to a gas pipe, the grounding wire for a telephone, or a water pipe.

Space Requirements

To ensure easy fax operation, supply replacement, and service maintenance, adhere to the recommended space requirements detailed below.



4503U101

Precautions for Use

Operating Environment

The operating environmental requirements of the fax are as follows.

- Temperature: 10°C (50°F) to 35°C (86°F) with a fluctuation of 10°C (50°F) per hour
- Humidity: 15% to 85% RH with a fluctuation of 20% per hour

Using the Fax Properly

To ensure the optimum performance of the fax, follow the precautions listed below.

- NEVER install telephone wiring during a lightning storm.
- NEVER install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- NEVER touch uninstalled telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- USE caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- DO NOT USE the telephone to report a gas leak in the vicinity of the leak.
- NEVER open any door, or turn OFF the fax during operation.
- NEVER bring any magnetized object or flammable gas or liquid near the fax.
- NEVER pull on the cord and ALWAYS hold the plug, when unplugging the power cord. A damaged cord could result in a fire or cause an electrical shock.
- NEVER attempt to unplug the power cord with a wet hand, as it could cause an electrical shock.
- ALWAYS unplug the power cord whenever attempting to move the fax. Moving the fax with the power cord plugged in can damage the cord, resulting in a fire or causing an electrical shock.
- ALWAYS unplug the power cord when the fax is not to be used for a long time.
- NEVER remove any panel or cover which is secured. The fax contains a high-voltage component inside which can cause an electrical shock.
- NEVER remodel the fax, as a fire or electrical shock could result.
- NEVER place a heavy object on the power cord, or pull or bend it, as a fire or electrical shock could result.
- ALWAYS ensure that the fax does not ride on the power cord or communications cable of other electrical equipment, and it does not get such a cord or cable wedged into its own mechanism, as malfunctioning equipment or fire could result.
- NEVER drop paper clips, staples, or other small pieces of metal through the vents or other openings in the fax, as a fire or electrical shock could result.
- NEVER place a vase or vessel containing water on the fax. If fluid gets inside, it can cause a fire or electrical shock. In case a piece of metal or fluid gets inside the fax, immediately turn it OFF, unplug the power cord, and call your technical representative.
  A fire or electrical shock could result if the fax is run without taking necessary action.
- NEVER leave the fax running when it becomes inordinately hot, or emits smoke, unusual smell, or noise. If that happens, immediately turn OFF the fax, unplug it, and call your technical representative.
  A fire or electrical shock could result if the fax is run without taking necessary action.

NOTE

= Locate the Fax in a Well Ventilated Room =

A negligible amount of ozone is generated during normal operation of this fax. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive fax operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

Remarque

= Placer l'appareil dans une pièce largement ventilée=
Une quantité d'ozone négligeble est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsq'une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

Care of Fax Supplies

Use the following precautions when handling the fax supplies (Toner Cartridge, Drum Cartridge, and paper).

- Avoid storing the supplies at any of the following places:
  A place subject to direct sunlight. (The Drum Cartridge should not be exposed to a fluorescent light, either.)
  A hot place with an open flame.
  A humid place.
  A dusty place.
- Store paper, which has been removed from its wrapper but not loaded in the fax tray, in a sealed plastic bag in a cool, dark place.
- Use only the Toner Cartridge and toner for the exclusive use of this fax.
- Keep supplies out of the reach of children.
- If your hands become soiled with toner, wash them with soap and water immediately.

NOTE

Whenever the Drum Cartridge has been removed from the fax, immediately wrap it in a cloth to protect it from light.

Setting-Up

Set up your fax by following the procedure given below. For the parts that come with the fax, see the UNPACKING/SETTING-UP INSTRUCTIONS.

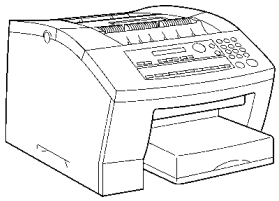
Functional description

- Do not throw away the box in which the fax was shipped. It is to be used when transporting the fax.
- Whether your fax contains the Handset or not differs with each country. For details, please contact your Technical Representative.

Setting up the Fax

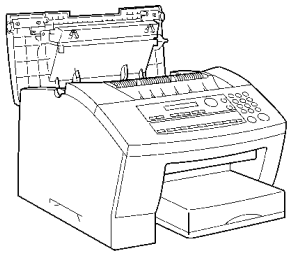
1

- Take the fax machine and accessories out of the box.
- Remove the plastic bag and shipping tape from the fax.



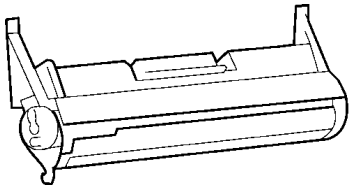
4503U103

2 Holding down the Upper Unit Lock Release Button, swing open the Upper Unit.



4503U104

3 Take the Drum Cartridge out of the box.

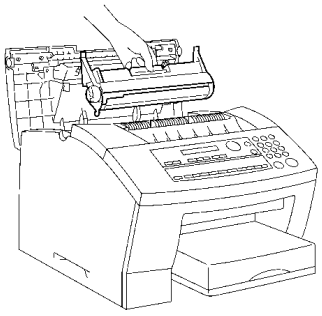


4503U124

NOTE

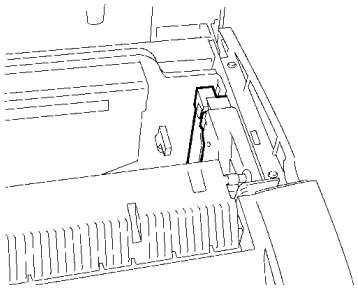
Whenever the Drum Cartridge has been take from its box, be sure to cover it with a cloth to prevent light from striking it.

4 Install the Drum Cartridge in the printer, aligning its projections with the slots inside the printer frame.



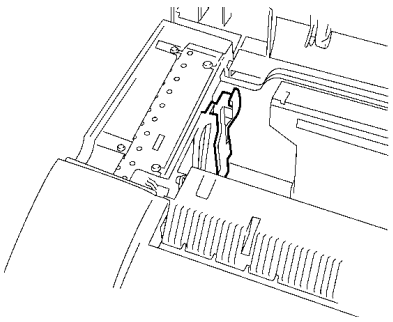
4503U105

Right Side



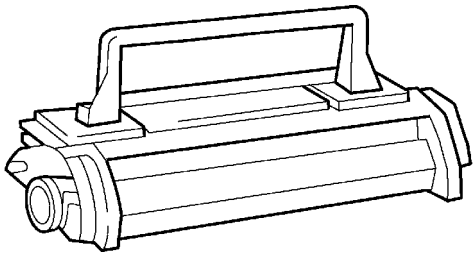
4503U106

Left Side



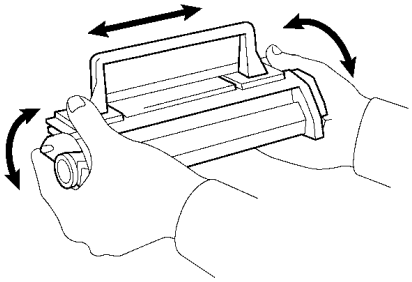
4503U107

5 Take the Toner Cartridge out of the box.

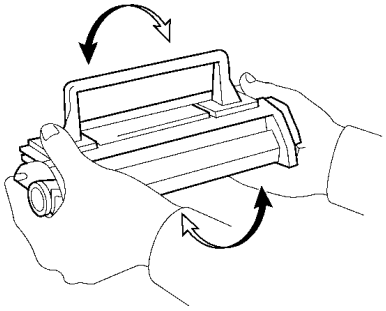


4503U125

6 Holding the Toner Cartridge with both hands, shake it well it in the direction of the arrows.

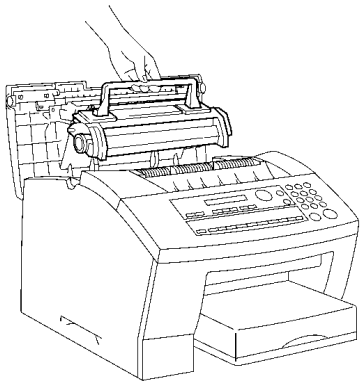


4503U126



4503U127

7 Install the Toner Cartridge in the fax, making sure that the four pins of the Toner Cartridge (two each at the front and rear sides) fit in the slots inside the fax frame.



4503U110

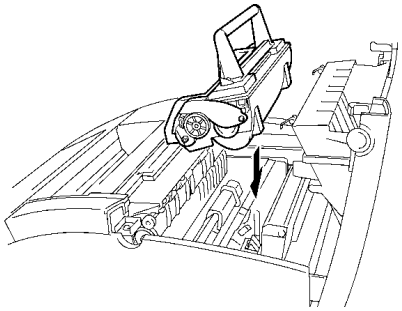
NOTE

Setting marks showing the direction and order of installation of the Drum Cartridge and Toner Cartridge are stuck to the FAX body, the Drum Cartridge and Toner Cartridge. Install the cartridges as shown by them.
Distinction of direction by color:

Right: Yellowish green
Left: Blue
Distinction of order by number (Stuck on the right side):

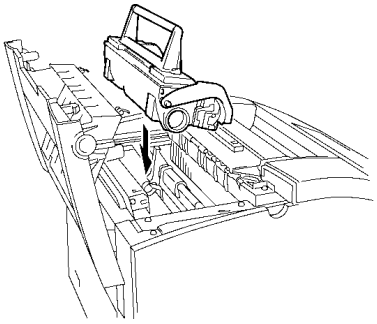
1: Drum Cartridge
2: Toner Cartridge

Right Side



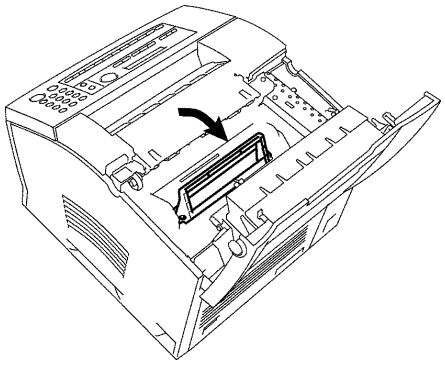
4503U112

Left Side



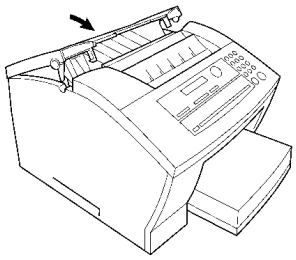
4503U111

8 Push the handle of the Toner Cartridge to fix the Toner Cartridge.



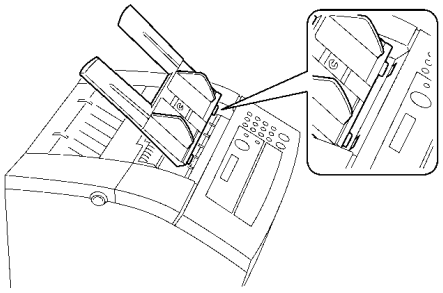
4503UB20

9 Swing down the Printer Cover and press the portion of the Printer Cover shown below down to lock the Printer Cover into position.



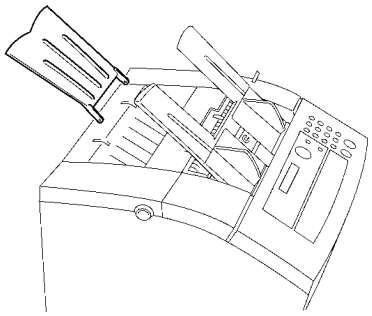
4503UB14

10 Install the Document Feeding Tray.



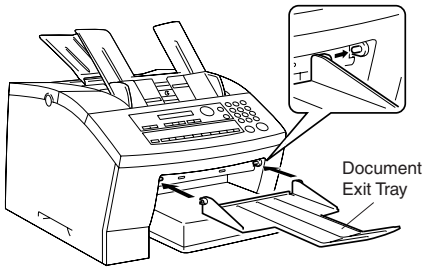
4503U116

11 Install the Print Tray.



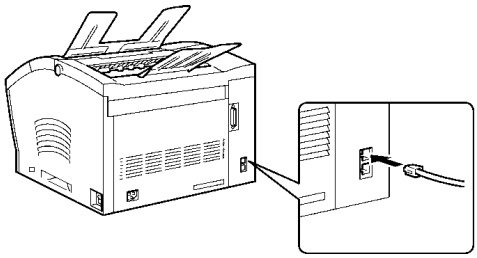
4503U117

12 Install the Document Exit Tray.



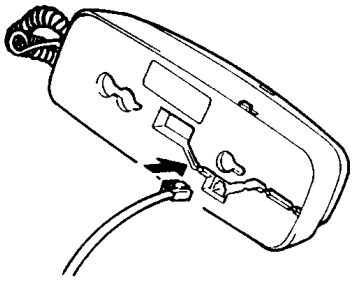
4504ue08

13 Connect the plug of the Handset cord to the TEL connection port on the backside of the fax.



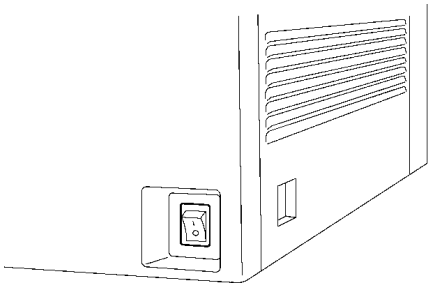
4503U118

14 When using a telephone, connect the other plug of the telephone line to the connection of the telephone.



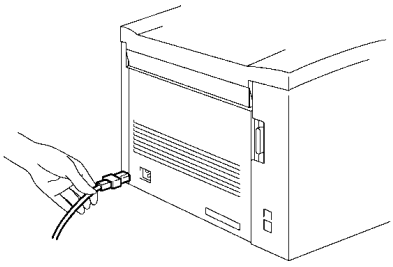
4258U479

15 Make sure that the Power Switch of the printer is placed in the (OFF) position.



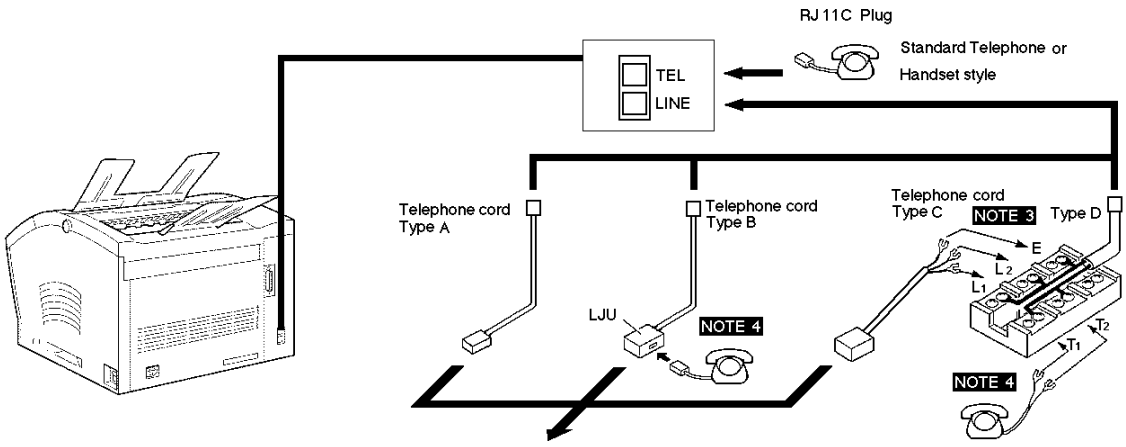
4503U119

16 Connect one end of the power cord furnished with the printer to the power cord socket of the printer and plug the other end of the power cord into the power outlet.



4503U120

Connecting to the Telephone Line



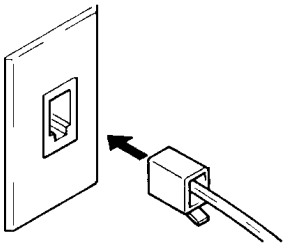
4503U121

NOTE

1. *Connection should be done by a service technician.*
2. *Telephone cord accessories will vary: Type A, Type B, Type C, Type D, depending on the requirements of the country.*
3. *The ground wire (E) is available in a version intended for a specific country. (EX. Germany)*
4. *A standard telephone can be connected, if necessary.*
5. *See the user instructions for the UK (U.K. version), p. x.*

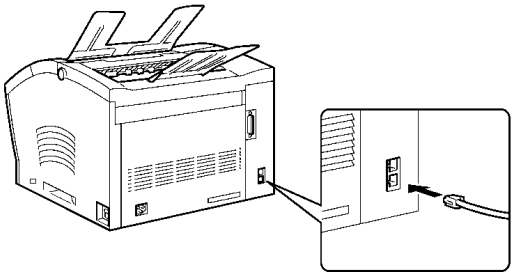
Basic Connection Procedure

1 Connect the plug of the cord to the telephone jack of the telephone line.



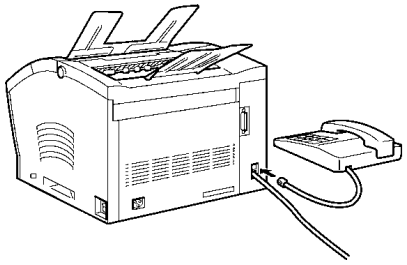
4258U482

2 Connect the other plug of the cord to the line connection on the backside of the fax.



4503U122

3 Connect the currently used telephone cord to the TEL connection on the backside of the fax.



4503U123

4 Connection is completed. Load the paper according to "LOADING PAPER".
⇨ p. 11-1

NOTE

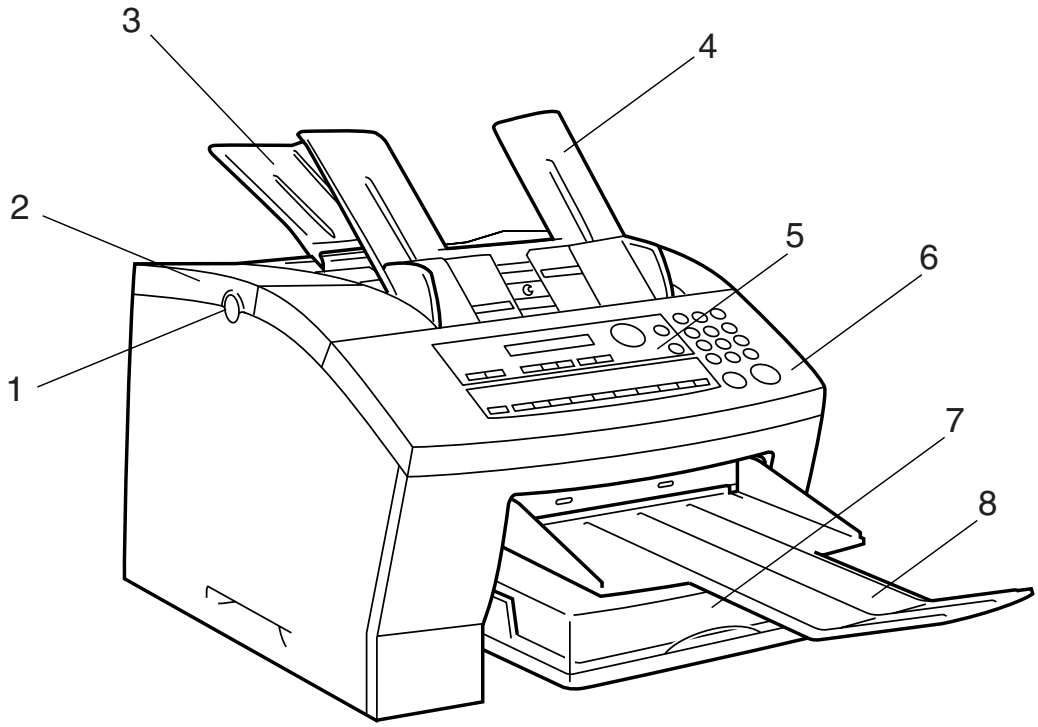
When changing the paper size, be sure to enter.
⇨ *p.11-2*

Chapter 2

First Things to Know About Your Fax

Thia chapter identifies different fax parts and control panel keys and explains about the initial settings to be made for fax communications and registering of data of the destination.

Fax Parts and Accessories



4503U930

1 **Printer Cover Lock Release Button**
Press to unlock the Printer Cover.

2 **Printer Cover**
Swing open to change the Toner Cartridge or clear a paper misfeed.

3 **Print Tray**
The printed paper is fed out face down onto this tray. The tray can hold up to 200 sheets of printed paper.

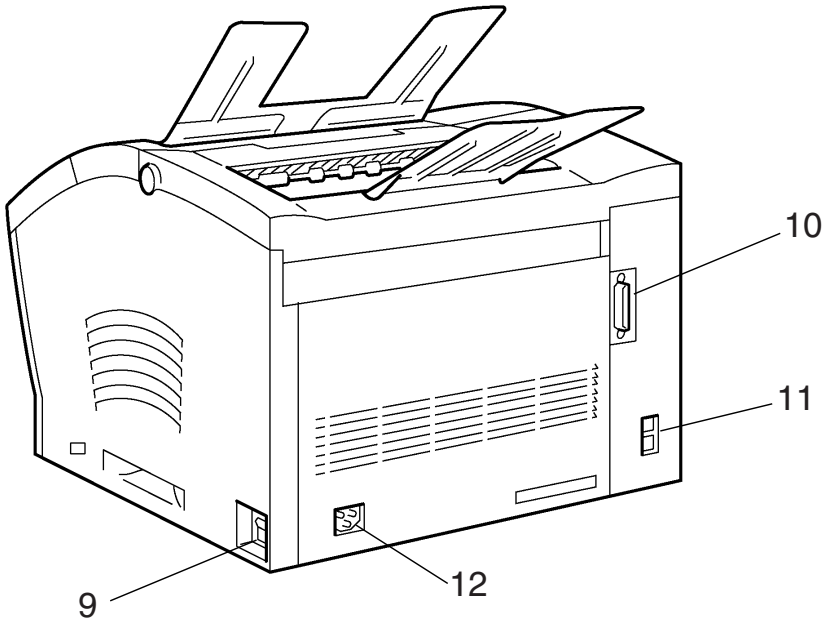
4 **Document Feeding Tray**
Load the documents to be faxed face down. Up to 20 sheets can be stacked. ⇨ p. 3-3

5 **Control Panel**
The main control panel for communications and function setting. For details, see "Control Panel Keys." ⇨ p. 2-3

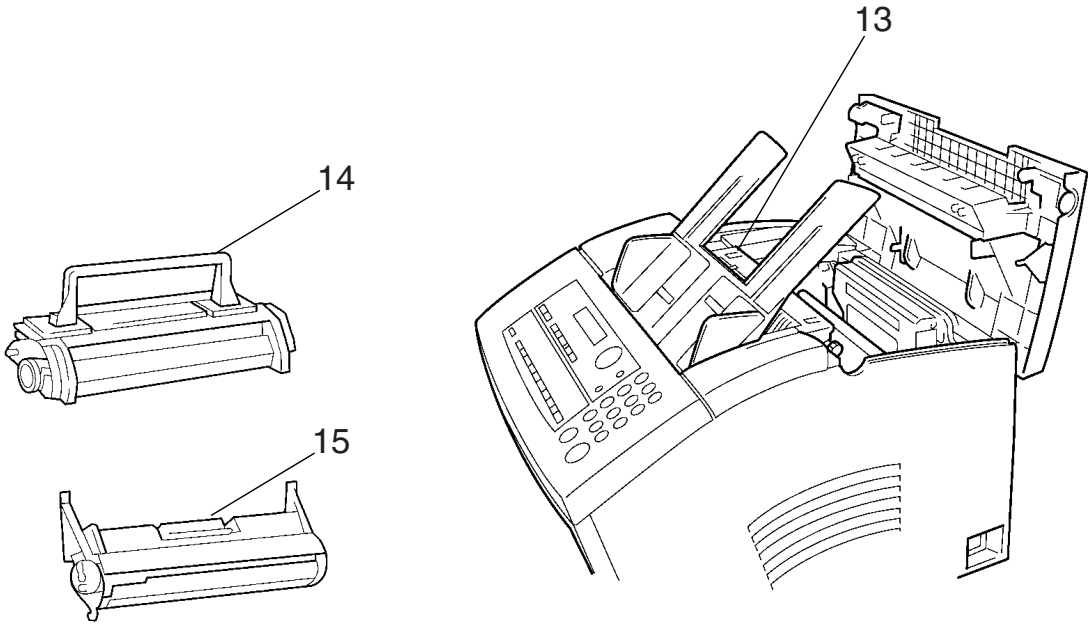
6 **Scanner Cover**
Open when cleaning the inside of the machine or removing misfed paper. ⇨ p. 11-8

7 **Paper Feeding Tray**
Holds up to 250 sheets of paper. ⇨ p. 11-1

8 **Document Exit Tray**
The original documents is fed out onto this tray. The tray can hold up to 20 sheets of original documents.



4503U202



4503U294

9 **Power Switch**
Use to turn the fax ON and OFF. ⇨ p. 2-6

10 **Interface Connector**
Provides connection between the fax and a host computer. ⇨ p. 10-1

11 **Telephone Line Connection**
LINE: Connect the telephone line to this port.
TEL: Connect the Handset cord or the currently used telephone cord to this port.
⇨ p. 1-5

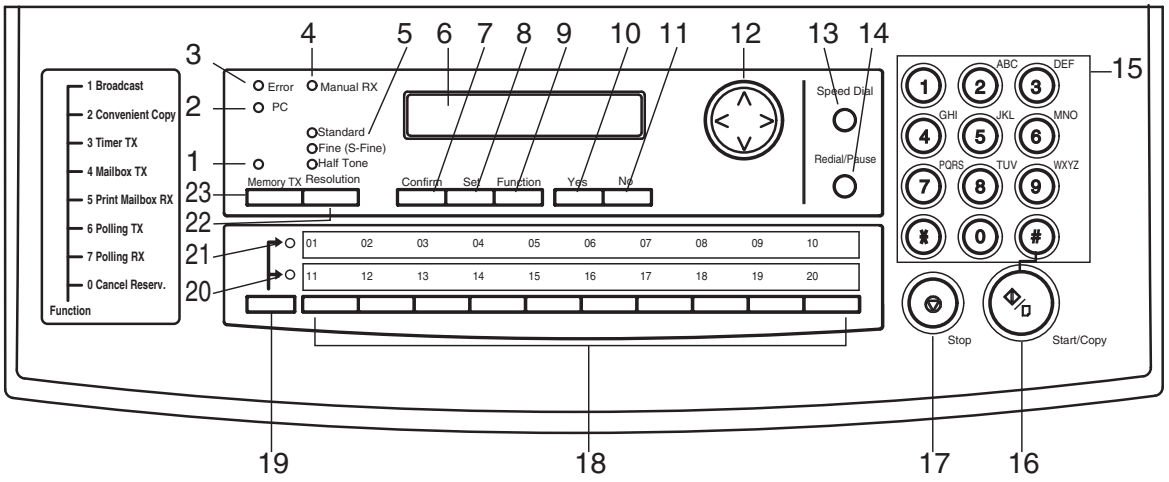
12 **Power Cord Socket**
Connect the power cord of the fax to this socket. ⇨ p. 1-5

13 **Fusing Section**
Fixes a toner image on the paper.

14 **Toner Cartridge**
Replace this cartridge with a new one when it runs out of toner. ⇨ p. 11-3

15 **Drum Cartridge**
An important part to form an image.
Handle with utmost care. ⇨ p. 11-5

Control Panel Keys



4503U204

1 **Memory TX Indicator**
Lights up when the Memory Transmission mode is selected. ⇨ p. 6-1

2 **PC Indicator**
Lights up when the PC mode is selected.

3 **Error Indicator**
Lights up when a communication error or other failure occurs. ⇨ p. 12-1

4 **RX Mode Indicator**
Lights up when the TEL mode is selected. ⇨ pp. 3-18, 3-23

5 **Resolution Indicator**
The transmission image quality mode currently selected will be lit. ⇨ p. 3-2

6 **Message Display**
Shows the various messages and data including the date, time of day, memory volume still available for use, and fax numbers. ⇨ p. 2-8

7 **Confirm Key**
Press to show on the Message Display the journal of the last 60 communications to and from the fax. This Key is also used to activate the printer to print various lists and reports. ⇨ p. 6-6

8 **Set Key**
Press to select an item from the Set utilities. ⇨ p. 8-1

9 **Function Key**
Press to enable access to the FUNCTION utilities. ⇨ p. 4-1

10 **Yes Key**
Press to select a function or validate a selection made.

11 **No Key**
Press to select a function or undo an operation.

12 **Arrow Keys**
Use to select or set a function. The Arrow key can also function as the Tone key.
Although a pulse dial line is used, when you want to receive service information from a touch line, use this key. If using a touch tone line, you can receive various service information without using the Tone key.
Use to enter sub address, selective polling.

13 **Speed Dial Key**
Press to select the Speed Dial mode. ⇨ p. 3-9
Use the Phonebook function to access numbers from an electronic phonebook. ⇨ p. 3-13

14 **Redial Key / Pause Key**
Press to redial the party you communicated with last or to enter a pause in a fax number. ⇨ p. 6-3

15 **Numeric Keys**
Use to enter fax numbers. ⇨ pp. 2-19, 3-5
These keys can be used as the name entry keys when registering for One Touch Dial and Speed Dial. ⇨ pp. 2-19, 3-7, 3-9

16 **Start/Copy Key**
Press to start the transmission of a document or a copy cycle.

17 **Stop Key**
Press to stop the transmission of a document or a copy cycle.

18 **One Touch Keys**
Press to let the fax automatically dial the destination registered in that particular key and start transmitting documents. Also used to enter spaces and delete characters during name entry.

19 **Shift Key**
Alternately enables the upper One Touch group (OT 01 - 10) or the lower One Touch group (OT 11 - 20).

20 Lights up when OT Group 2 is selected.

21 Lights up when OT Group 1 is selected.

22 **Resolution Key**
Press to select the transmission image quality mode. ⇨ p. 3-2

23 **Memory TX Key**
Press to select the Memory Transmission mode. ⇨ p. 6-1

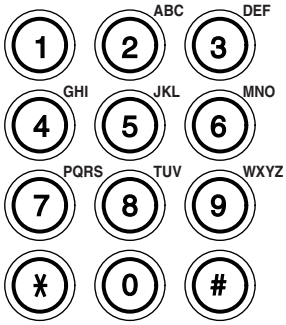
Numeric Keys

The Numeric Keys can be used to enter numerals, characters and symbols when registering names for Initial User Data, One Touch Dial and Speed Dial.

Press the Arrow Key to set the numeral, character or symbol displayed.

The One Touch Keys can also be used to enter spaces or delete characters when entering names.

For details on entering names, follow the procedure for each registration method.
- Initial user Data ⇨ p. 2-12
- One Touch Dial ⇨ p. 2-19
- Speed Dial ⇨ p. 2-19



4503U15I

Numerals, Characters

Numeric Key	1	2	3	4	5	6	7	8	9	0
Push Once	1	2	3	4	5	6	7	8	9	0
Twice		A	D	G	J	M	P	T	W	
3 Times		B	E	H	K	N	Q	U	X	
4 Times		C	F	I	L	O	R	V	Y	
5 Times							S		Z	

4503U240

Symbols (press the # key the specified number of times to display the symbol)

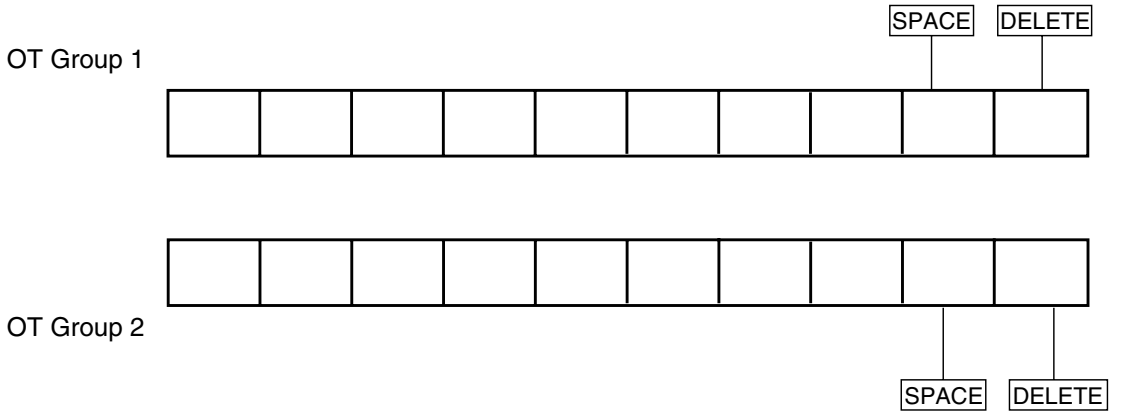
Numeric Key	#	Numeric Key	#	Numeric Key	#
Push Once	&	Push 9 Times	.	Push 17 Times	$
Twice	#	10 "	,	18 "	:
3 Times	*	11 "	!	19 "	;
4 "	-	12 "	+	20 "	@
5 "	/	13 "	=	21 "	%
6 "	(	14 "	<	22 "	[
7 "	)	15 "	>	23 "	]
8 "	"	16 "	?	24 "	’

4503U241

One Touch Keys

The One Touch Keys have the following two functions.

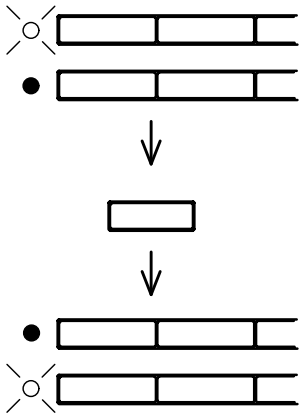
- One Touch Dial function: Press the key to dial the registered destination and start transmitting the document.
- During name entry: Use OT9 or OT19 to enter a space;
  Use OT10 or OT20 to delete a numeral, character or symbol.



4503U205

NOTE

Press the Shift key beside the One Touch keys to enable either the upper (for keys 1-10) or lower (for keys 11-20) group and enter the data at any available position.



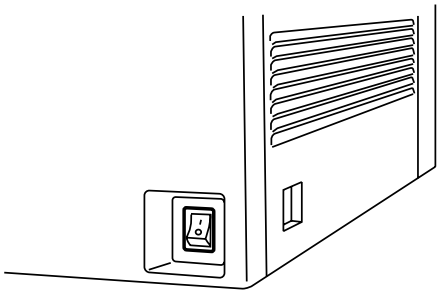
4503U208

Each press of the Shift key alternately enables the upper One Touch group (OT 01 - 10) or the lower One Touch group (OT 11 - 20). The indicator lights where character entry is enabled.

Turning ON and OFF the Fax

Keep the Power Switch in the | (ON) position to maintain constant communication. If it is in the **O** (OFF) position, the fax is neither able to receive a document nor store the contents of the document in its memory. Communication is also interrupted if the Power Switch is pressed to the **O** (OFF) position during communication.

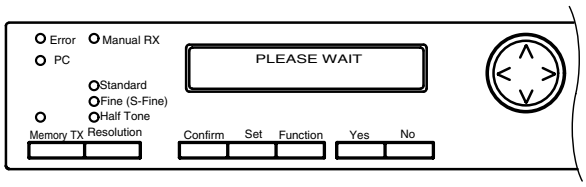
Turning the Fax ON



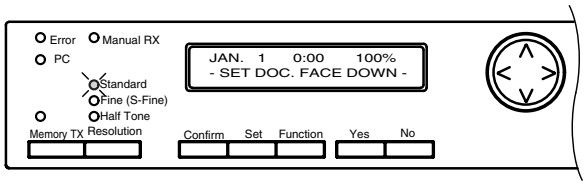
4503U209

Press the Power Switch to the | (ON) position.

When the fax is turned ON:



The message "PLEASE WAIT" appears on the Message Display.
The fax is now ready for transmitting or receiving documents.



4503U210

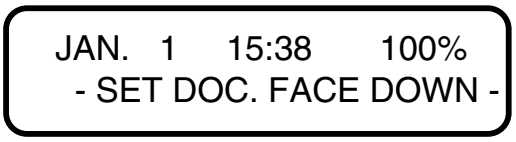
The Resolution indicator lights when the message display changes.
The fax completes warming up approx. 25 sec. after the Power Switch has been pressed to the | (ON) position.

NOTE

- *While the fax is warming up, it can receive or transmit a document, but not print a document received.*
- *After completing warm-up, the fax enters the Power Save mode automatically.*
- *You can set the time it takes to enter the Power Save mode, or turn the mode OFF through the Set function. For details, see Chapter 8 "Setting the Set Utilities"* ⇨ *p. 8-1*

Turning the Fax OFF

1 Check that the memory volume display on the Message Display shows 100%.



4503U211

If the percentage shown is less than 100%, it means that there are documents stored in memory which have not been transmitted. In this case, perform the following steps to retain these documents.

When the memory contains a document to be transmitted

Output the Memory Image Print. ⇨ pp. 9-1, 9-8

Retransmit at another time.

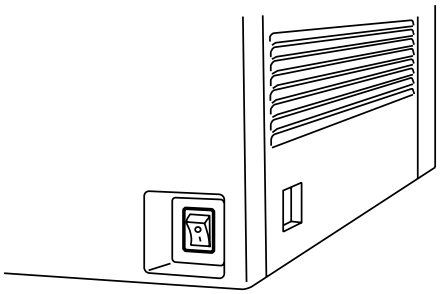
When the memory contains a document received

Let the fax print the document received according to the specific procedure as follows.

Memory reception ⇨ p. 5-21

Mailbox reception ⇨ p. 4-20

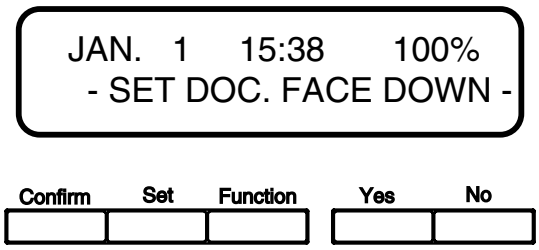
2 Press the Power Switch to the **O** (OFF) position.



4503U295

Message Display

When the Power Switch is pressed to the ON position, the Message Display (LCD screen) lights up. The Message Display shows the date, time of day, memory volume still available for use, fax numbers, fax conditions, and other information by means of either a message or graphics. Follow the instructions given on this display to make correct fax communication.

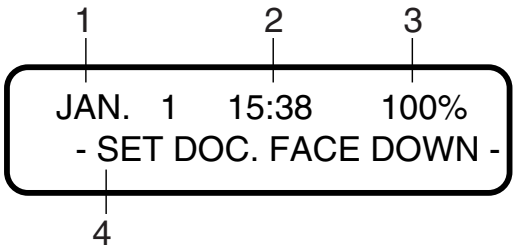


4503U213

How the Screen is Organized

Initial Screen

When the fax completes warming up, the initial screen appears on the Message Display. This initial screen serves as the basis for all later operations.



4503U214

1 Date

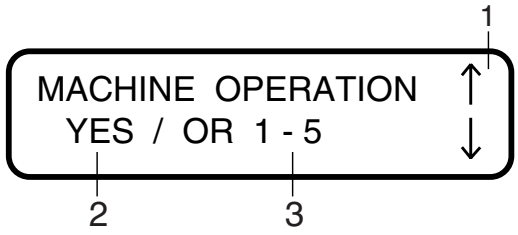
2 Time of Day

3 Memory Volume Display
Shows the volume of the built-in memory still available for use
e.g.: "100%" means that the memory contains no data of documents either received or transmitted.

4 Message
Tells you what step to perform next.

Selection Screen

The selection screen is used when you set or change functions. Here we use typical selection screens to explain about their different components.

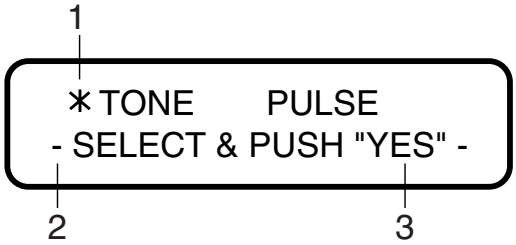


4503U215

1 Using the Arrow key to scroll through the function settings:
Press the Up Arrow key or Down Arrow key to scroll through the available functions and setting modes.
Example: Press the Up Arrow key to select the Rx Operation mode of the SET utilities.

2 Using the Yes key to make or confirm a selection:
Press the Yes key to select, or confirm the selection of, the item being shown.
Example: Press the Yes key to select the Machine Operation mode.

3 Using the Numeric keys to select an item number:
Enter a number with the Numeric keys to select the item.
Example: Press "3" to select the third function of the Machine Operation mode.



4503U216

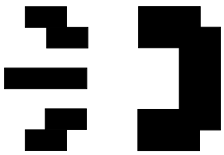
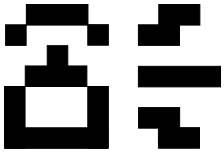
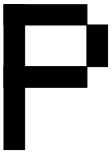
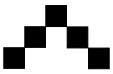
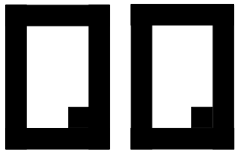
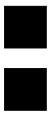
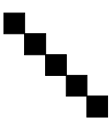
1 Making a selection from 2 choices:
The Right Arrow key and the Left Arrow key will toggle between the two selections.
An asterisk on the screen will indicate which one is currently selected.
The item with an asterisk (*) is currently selected.

2 Prompting a selection:
Use the Left Arrow key or the Right Arrow key to make a selection.
Example: Press the Right Arrow key to select Pulse.

3 Prompting selection with the Yes key:
Press the Yes key to validate the selection of the item currently marked with *.
Example: Press the Yes key to validate the selection of Tone.

Icons

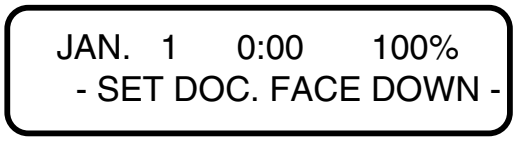
Here is a list of icons that appear on the Message Display.

4258U083	Signifies a fax or phone number.	 4258U085	Shown while the other party's fax is being rung.
4258U083A	Prompts you to enter a fax number.	 4258U086	Shown while the user's fax is being rung.
 4258U275	Indicates when the Pause function is set into the destination's fax number. Example: 0P41264126	4258U084	Shows the number of documents. Example: A single document
 4258U319	Indicates when the Tone function is set into the destination's fax number. Example: ^ 41264126	4258U087	Shown while a document is being transmitted to the other party.
4258U276	Indicates when the External function is set into the destination's fax number. Example: @ 41264126	 4258U088	Shown while a document is being received from the other party.
 4258U272	Indicates when the Sub Address is set into the destination's fax number. Example: 41264126 : 8108	4258U089	Indicates that a document to be transmitted by the timer transmission function has been stored in memory.
 4258U273	Indicates when the Selective Polling is set into the destination's fax number by the Polling reception function. Example: 41264126 \ 8108	4258U090	Indicates that a document to be transmitted by the polling transmission function has been stored in memory.

Adjusting Brightness of the Message Display

• The brightness of the Message Display (LCD) can be adjusted to suit your needs.

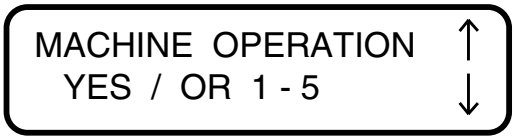
1 Check that the initial screen is shown.



4503U217

2 Press the Set key five times to select the Machine Operation mode.

4503U085I



4503U219

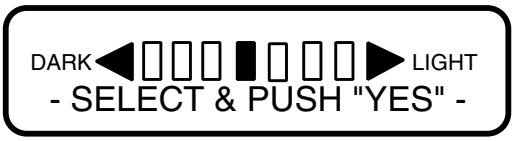
3 Enter "2" from the Numeric keys to show "2 LCD Contrast" on the display.

4503UF2I

4258U031

4 Using the Left Arrow key or the Right Arrow key, adjust the brightness of the display.

• Press R to make the display lighter.
• Press L to make the display darker.

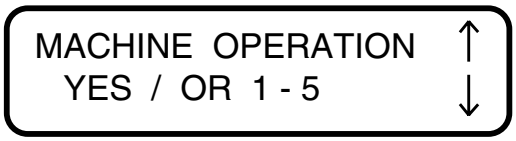


4258U009

4503UC7I

5 Press the Yes key to validate the brightness setting.

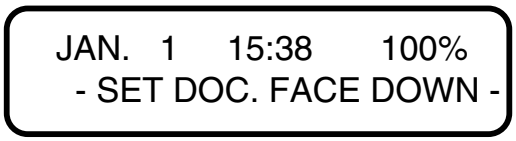
4503UAI



4503U219

6 Press the No key to leave the Machine Operation mode and return to the initial screen.

4503UBI



4503U211

What to Do First Before Making Any Communications (Initial User Data)

• Before making the first communication after your fax has been installed, you must make the following settings for Machine Operation and Initial User Data.

The data recorded through these operations is printed as the header in a document transmitted and footer in a document received (Header Print and Footer Print functions). The data is also used for timer communications, reports, and password communications.

• Machine Operation
3. Tone/Pulse

• Initial User Data
1. Date & Time 2. User Fax No. 3. User Name 4. User Password

NOTE
If the telephone line settings are wrong, you cannot make a phone call or fax communication. Follow the procedure given below to ensure that you make correct settings.

Setting the Machine Operation (Telephone Line: Tone/Pulse)

1 Check that the initial screen is shown.

4503U211

2 Press the Set key five times to set your fax into the Machine Operation mode.

4503U85I

4503U219

3 Press "3" of the Numeric keys to show "3 Tone/Pulse" on the display.

4 Press "3" of the Numeric keys to show "3 Tone/Pulse" on the display.

4503UF3I

4258U018

5 Using the Left Arrow key or the Right Arrow key, select the type of telephone line you are currently using.
• the Left Arrow key: Tone (default setting)
• the Right Arrow key: Pulse

4503UC7I

4258U016

When Pulse is selected

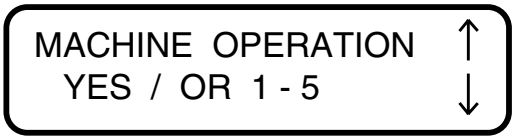
1 Select the number of pulses in current use.
- the Left Arrow key: 10 pps
- the Right Arrow key: 20 pps

4503UC7I

4258U019

2 Check the settings you have made. If they are correct, press the Yes key to validate the settings for the telephone line.

4503UAI



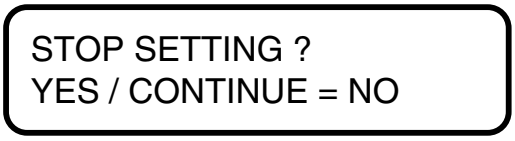
4503U219

3 If you need to correct the setting, press the No key.

The message on the display on the previous page reappears.
Start the procedure over, beginning with the previous page.

4258U016

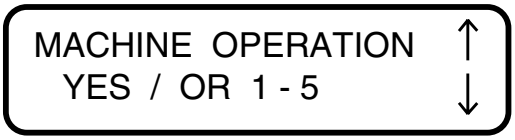
4 If you leave the Machine operation setting, press the No key.



4503U206

5 Press Yes key.

4503UAI



4503U219

6 Press the No key.
Operation mode and return to the initial screen.

4503UBI

4503U211

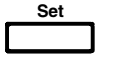
Setting the Initial User Data

Opening the Initial User Data Screen

1 Check that the initial screen is shown.

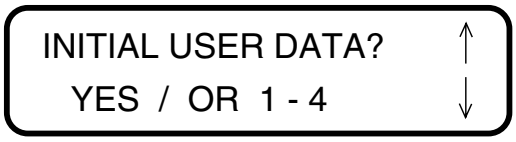
4503U211

2 Press the Set key seven times to set your fax into the Initial User Data mode.



X 7

4503U87I



4503U221

Setting Date & Time

1 Press "1" of the Numeric keys to show "1 Date & Time" on the display.

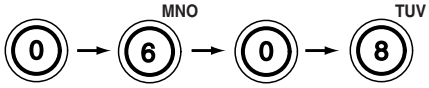
4503UF1I

4258U023

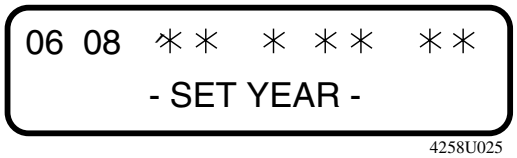
2 Set the current date with the Numeric keys.
Example: June 8th

01	JAN.	02	FEB.	03	MAR.	04	APR.
05	MAY.	06	JUN.	07	JUL.	08	AUG.
09	SEP.	10	OCT.	11	NOV.	12	DEC.

4258U021

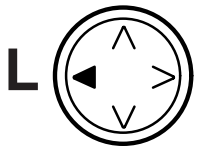


4503U24I



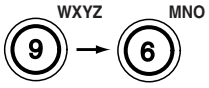
4258U025

If a wrong date has been entered, press the Left Arrow key. The cursor position moves back one position. Enter the correct date again.



4503UC4I

3 In the same way, enter the current year.
Example: 1996



4503U25I

4258U026

NOTE
It is only necessary to enter the last two digits even for the year 2000 and later.

4 In the same way, set the day of the week and time of day (24-hour system).
Example: Monday

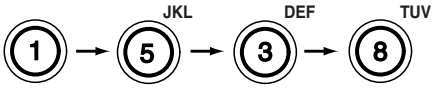
0	SUN.	1	MON.	2	TUE.	3	WED.
4	THU.	5	FRI.	6	SAT.		

4258U020

4503UF1I

4258U027

Example: 3:38 p.m.

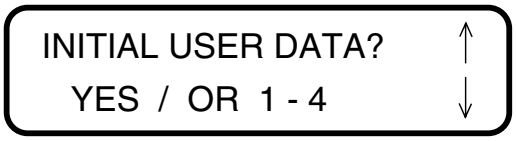


4503U26I

4258U028

5 Check the settings you have made. If they are correct, press the Yes key to validate the date and time of day. (The press of the Yes key will start the built-in clock.)

4503UAI



4503U221

6 If you find something which needs to be corrected, press the No key.
The message display returns to the previous display to enter the date.

4503UBI

4258U024

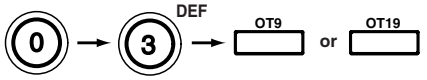
Setting Your Fax Number (User Fax Number)

1 Press 2 of the Numeric keys to show "2 User Fax Number" on the display.

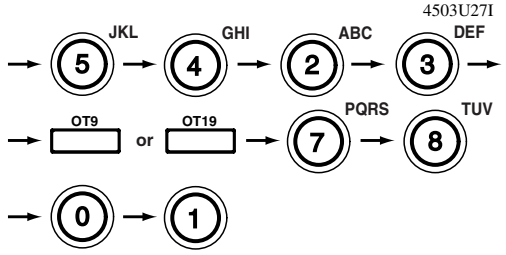
4503UF21

4258U032

2 Using the Numeric keys and One Touch Key 9 or 19, enter your fax number.
Up to 20 numbers can be entered for a fax number.
Example: 03-5423-7801



4503U27I

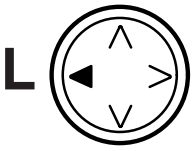


4503U28I

* One Touch Key 9 or 19: Space

4258U033

3 If a wrong number has been entered, press the Left Arrow key. The cursor position moves back one position. Enter the correct number again.



4503UC4I

Useful Tips

The use of One Touch key 9 or 19 (Space) in setting your fax number is not mandatory; actually it does not affect your communications at all. The only benefit of using it is to help make your fax number more readily recognizable by the destination.

Wherever feasible, use One Touch key 9 or 19 (Space) to put a space among the numbers of your fax number.

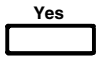
Example:

Using One Touch key 9 or 19: 03 5423 7801

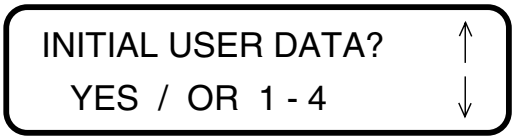
Not using One Touch key 9 or 19: 0354237801

4 Check your setting and press Yes if it is correct. This validates the setting of your fax number.

4258U033



4503UAI



4503U221

5 Press No to make a correction.
The message display returns to the previous display to enter the fax number.

4503UBI

4258U034

Setting Your Name (User Name)

1 Press "3" of the Numeric keys to show "3 User Name" on the display.

4503UF3I

4258U037

2 Using the One Touch keys and Numeric keys, enter your name. A name can consist of up to 32 characters and symbols.

Selecting Characters and Symbols
Using the following matrix, enter the characters of your name by pressing the corresponding Numeric keys and One Touch keys the required number of times.

Selecting Characters

Numeric Key	1	2	3	4	5	6	7	8	9	0
Push Once	1	2	3	4	5	6	7	8	9	0
Twice		A	D	G	J	M	P	T	W	
3 Times		B	E	H	K	N	Q	U	X	
4 "		C	F	I	L	O	R	V	Y	
5 "							S		Z	

Symbols

Numeric Key	#	Numeric Key	#	Numeric Key	#
Push Once	&	Push 9 Times	.	Push 17 Times	$
Twice	#	10 "	,	18 "	:
3 Times	*	11 "	!	19 "	;
4 "	-	12 "	+	20 "	@
5 "	/	13 "	=	21 "	%
6 "	(	14 "	<	22 "	[
7 "	)	15 "	>	23 "	]
8 "	"	16 "	?	24 "	Õ

Space / Delete

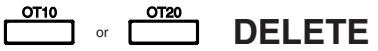
One-Touch Key	OT9 and OT19	OT10 and OT20
	SPACE	DELETE

4503U223

3 Example: TOKYO

4503U220

4 If a wrong name has been entered, press One Touch key 10 or 20. The cursor position moves back one position. Enter the correct name again.

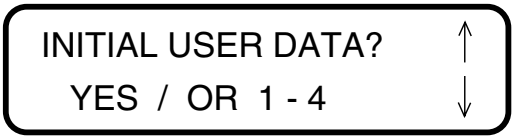


4503U227

5 Check your data entry and press the Yes key to validate the name setting if it is correct.

4258U038

4503UAI



4503U221

Press the No key to correct your name. The message display returns to the previous display to enter the name.

Setting Your Password (User Password)

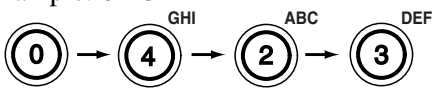
1 Press "4" of the Numeric keys to show "4 User Password" on the display.

4503F4I

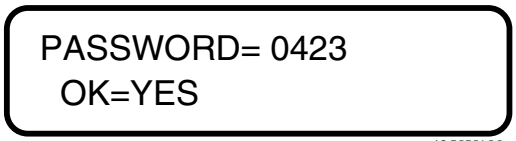
4258U179

2 Using the Numeric keys and Right Arrow key, enter your password.

A password is a 4-digit number ranging between 0000 and 9999.
Example: 0423

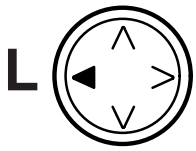


4503U29I



4258U180

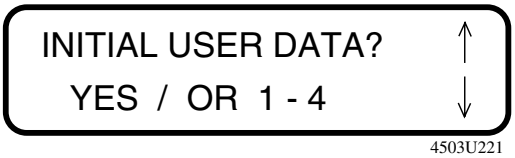
3 If a wrong number has been entered, press the Left Arrow key. The cursor position moves back one position. Enter the correct number again.



4503UC4I

4 Check your password setting and, if it is correct, press the Yes key to validate it.

4503UAI



4503U221

Press the No key to correct your password. The initial screen reappears.

4503U211

Registering One Touch Dial and Speed Dial Stations

If you want to use the One Touch Dial or Speed Dial functions to transmit your documents, you must register each destination's information in the One Touch and Speed Dial Keys. You need to set the following three data items for each destination you will register:

1. Fax number
2. Name
3. Modem speed

Up to 20 different parties can be registered for One Touch Dial and up to 100 for Speed Dial.

One Touch Dial transmission ⇨ p. 3-7
Speed Dial transmission ⇨ p. 3-9

Dial Registration Mode

1 Check that the initial screen is shown.

4503U229

2 Press the Set key to select the Dial Registration mode.

4503U08I

4503U230

3 **ONE TOUCH DIAL**
To register data for One Touch Dial, press "1" of the Numeric keys to select the One Touch Dial registration mode.

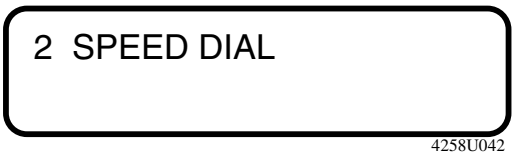
4503UF1I

4503U225

4258U282

4 **SPEED DIAL**
To register data for Speed Dial, press "2" of the Numeric keys to select the Speed Dial registration mode.

4503UF2I



4258U042

Go to step 10 on the next page.

5 **ONE TOUCH DIAL**
To register data for One Touch Dial, select a One Touch key to which you want to register information by pressing it.

Example: Using One Touch key "15"

Check that the One Touch key indicator is lit.
If not lit, press the Shift key to change the status.

4503UO15

4258U034

6 **ONE TOUCH DIAL**

If One Touch Dial has already been registered for the One Touch keys, the following display is shown.

```
REGISTERED!          KEEP?
OK = YES ( DEL = NO )
```

4258U283

To correct and delete the registered contents, press the No key to select [EDIT/DELETE].

4503UBI

```
*EDIT          ALL DELETE
- SELECT & PUSH "YES" -
```

4258U284

When you don't want to change the registered contents, press the Yes key to select [KEEP].
The display returns to the display of step 3.

4503UAI

7 **ONE TOUCH DIAL**

To correct the registered contents, press the Left Arrow key to select [EDIT] and press the Yes key.

4503U232

```
☎ = 06  532  3276
OK=YES       ( DEL = NO )
```

4258U285

When you want to change the registered contents, press the Right Arrow key to select [DELETE] and press the Yes key.

4503U233

8 The destination registered for One Touch Dial is deleted and the display is changed.

```
- SELECT REGIST.  KEY -
      ( COMPLETE = NO )
```

4258U286

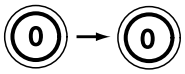
9 **ONE TOUCH DIAL**

To correct the fax number, press the No key to delete the fax number.

4503UBI

10 **SPEED DIAL**

To register for Speed Dial, enter the desired number (2 digits) with the Numeric keys. Select any 2 digit number from 00 to 99. The data of the transmission party is registered under the corresponding number.
(Example) the number 00 → Press 0 twice



4503U30I

```
☎ = _
OK=YES
```

4258U034

11 **SPEED DIAL**

If a fax number has already been registered for Speed Dial, the following display is shown.

```
REGISTERED!          KEEP?
OK = YES ( DEL = NO )
```

4258U283

To correct and delete the registered contents, press the No key to select [EDIT/DELETE].

4503UBI

```
*EDIT          ALL DELETE
- SELECT & PUSH "YES" -
```

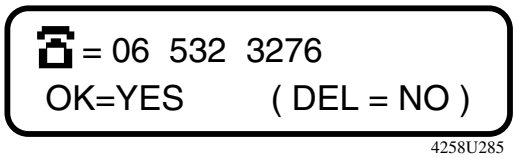
4258U284

12 When you don't want to change the registered contents, press the Yes key to select [KEEP].
The display returns to the display of step 4.

4503UAI

13 **SPEED DIAL**
To edit the setting, press the Left Arrow key to select [EDIT] and press the Yes key.

4503U232



4258U285

When you want to delete the registered contents, press the Right Arrow key to select [DELETE] and press the Yes key.

4503U233

The destination registered for Speed Dial is deleted and the display is changed over.

4258U287

14 **SPEED DIAL**
To the fax number is not correct , press the No key to delete the fax number.

4503UBI

4258U034

NOTE

When changing the data of the destination registered for One Touch Dial and Speed Dial, be careful of the following things.

- *If you correct or delete the data of the destination registered for One Touch Dial and Speed Dial, the changed destination is deleted from the destination set of each function of Group, Program and Timer.*
- *When you want to transmit to the changed destination with each function of Group, Program and Timer, you need to reset each function again.*

Example:

1. *To set Group by the Timer transmission*
   - *•Transmission party: Group 1 (One Touch Dial 01, 02, 03)*
   - *•Setting the transmission time: 23:00*
   - *•Registration time: 12:00*

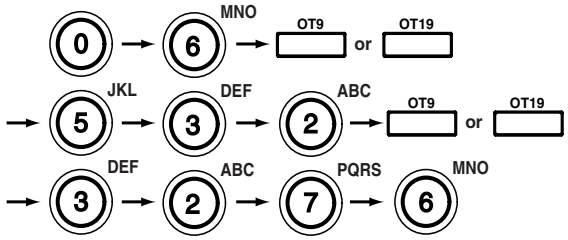
2. *To change the data of One Touch Dial (Transmission for One Touch Dial 01, Changing the fax number of the destination.)*
   - *•Registration time: 15:00*
   - *•Transmission party: Group 1 (One Touch Dial 02, 03)*

   One Touch Dial 01 is automatically deleted from the Timer and Group transmission.

3. *To reset the Group and Timer transmission*
   - *•Reset a new One Touch Dial 01 to the Group and Timer transmission again.*

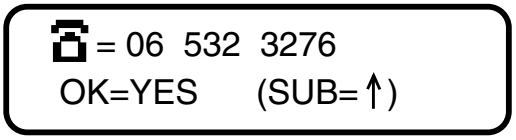
Fax No.

1 Using the Numeric keys and the One Touch key [9] or [19], enter the fax number of the destination.
Up to 32 numbers can be entered for a fax number.
Example: 06-532-3276



4503U31I

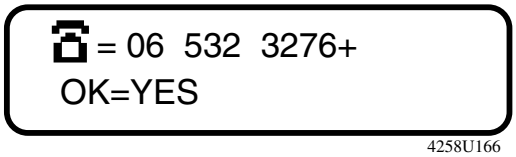
* One Touch key 9 or 19: Space



1258U167

2 **COMBINATION DIAL**
If you regist Combination Dial, press the Speed Dial key to enter "+" following the fax number.

4503U13I



4258U166

The fax number can contain up to 31 digits. When registering a Sub Address press the Up Arrow key until ":" is displayed and enter the PC access number of the destination.

NOTE

- *The name of the destination and modem speed can be registered after Conbination Dial.*
- *Sub Address and Selective Polling cannot be registered after Conbination Dial has been set.*

3 When registering selective polling, press the Up Arrow key until "\" is displayed and enter the PC access number of the destination.

When a Private Branch Exchange (PBX) is Being Used

When dialing an outside number via a PBX, it may take some time to be connected to the outside line after dialing out.

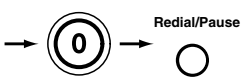
In such a case, if you enter the numbers consecutively, a connection may not be achieved after dialing (Dial Error).

To avoid such an error, enter a pause command at the beginning of the telephone number after entering the number for accessing the outside line.

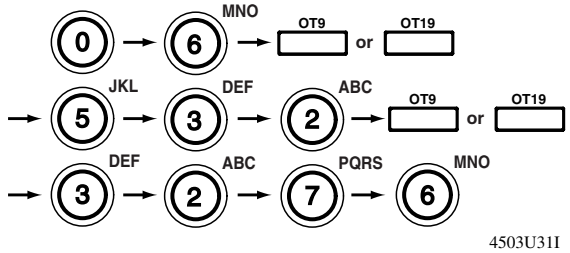
By entering a pause, you can avoid the dial error caused by the PBX system.

The number you dial to access the outside line differs for different PBX systems.

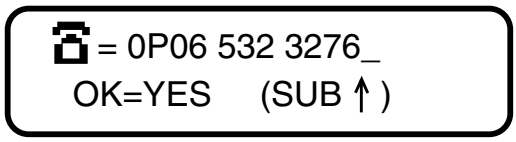
1 Enter the number used by your PBX.
Example: 0-06-532-3276
(When the number dialed to access the outside line is 0.)



4503U32I

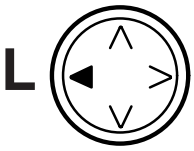


4503U31I



4258U168

2 If you have entered a wrong number, press the Left Arrow key. The cursor position moves back one position. Enter the correct number again.



4503UC4I

3 Check the entry, and if it is correct, press the Yes key to validate the fax number of the destination.

4503UAI

4258U039

To correct the entry, press the No key.
The message display returns to the previous display to enter the fax number.

4503U034

Name

1 Using the One Touch keys and Arrow keys, enter the name of the destination.
A name can consist of up to 20 characters.

Selecting Characters
Using the following matrix, enter the characters of the name of the other party by pressing the corresponding Numeric keys and One Touch keys the required number of times.

Selecting Characters

Numeric Key	1	2	3	4	5	6	7	8	9	0
Push Once	1	2	3	4	5	6	7	8	9	0
Twice		A	D	G	J	M	P	T	W	
3 Times		B	E	H	K	N	Q	U	X	
4 "		C	F	I	L	O	R	V	Y	
5 "							S		Z	

Symbols

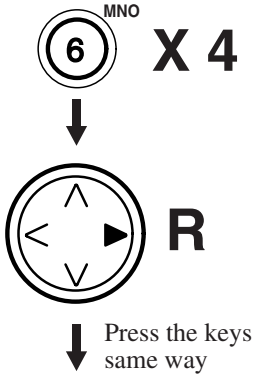
Numeric Key	#	Numeric Key	#	Numeric Key	#
Push Once	&	Push 9 Times	.	Push 17 Times	$
Twice	#	10 "	,	18 "	:
3 Times	*	11 "	!	19 "	;
4 "	-	12 "	+	20 "	@
5 "	/	13 "	=	21 "	%
6 "	(	14 "	<	22 "	[
7 "	)	15 "	>	23 "	]
8 "	"	16 "	?	24 "	Ö

Space / Delete

One-Touch Key	OT9 and OT19	OT10 and OT20
	SPACE	DELETE

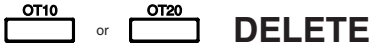
4503U223

Example: OSAKA



4503U237

2 If a wrong name has been entered, press One Touch key 10 or 20. The cursor position moves back one position. Enter the correct name again.



4503U227

3 Check your data entry and press the Yes key to validate the name setting if it is correct.

4258U044

4503UAI

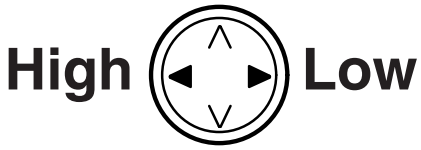
4258U047

Press the No key to correct the name.

When you want to edit the setting contents, press the No key.
The message display returns to the previous display to enter the name.
Enter the correct name again.

Modem Speed

1 Normaly, there is no need to change this setting.
In some instances, where telephone line connections are very poor quality, setting the modem speed to low will increase the chance of effective communication. In this case, use the Right Arrow key to set the modem speed to Low.



4503UCBI

2 Check the setting and, if it is correct, press Yes to validate the modem speed setting.

4258U047

4503UAI

ONE TOUCH DIAL

4258U048

SPEED DIAL

4258U049

To correct your setting, press No.

The Message Display now prompts you to select either High or Low for the modem speed. Start the procedure over, beginning with step 1.

3 Registering for the transmission party is completed. To continue registering for another transmission party, repeat the operation for step 3 of "Dial Registration Mode" below. ⇨ p. 2-19

4503UBI

4503U230

NOTE
When registering the destination for One Touch Dial and for Speed Dial consecutively, complete and cancel One Touch Dial registration mode and then do the registration for Speed Dial registration mode.

4 Press the No key to leave the dial registration mode and return to the initial screen.

4503UBI

4503U229

Telephone Number List

1 When you completed programming other parties for One Touch Dial and Speed Dial, the machine can print a Telephone Number List showing the results of programming. Check that the message "SET DOC. FACE DOWN" is shown on the screen.

Press the Confirm key.

4258U100

2 Make sure that Report is selected.
If Report is not selected, press the Right Arrow key to select Report.

4503UC3I

3 Press the Yes key.

4503UAI

4 Press the Confirm key twice.

4503U72I

5 Press the Yes key.

4503UAI

4503U227

[TELEPHONE Number List] is printed. Check that the contents of the registered destinations are correct according to the LIST.
For more details, see Chapter 9 “Printing Reports”.

Chapter 3

Basic Fax Operation

This chapter covers the basic operations of your fax, explaining how to transmit and receive a document.

There are several different ways to send a document by fax. This chapter explains the procedure by which you directly transmit a document directly from the document feeder without using the memory function.

How to Transmit a Document - Basics

You can transmit a document in several different ways. These pages explain how to transmit a document directly from the document feeder without using the memory function. For the procedure to use the memory function (memory transmission), see "Using Enhanced Utilities." ⇨ p. 6-1

Overview of the Basic Transmission Procedure

Here are the basic steps to follow when transmitting a document.

1. **Select the resolution (transmission image quality) according to the document's characteristies.**
   • Set the resolution for transmission. ⇨ p. 3-2
2. **Load the document.**
   • Insure the document is suitable for transmission. ⇨ p. 3-3
   • Place the document in the feeder. ⇨ p. 3-4
3. **Dial the number. (Transmit the document.)**
   • Use the Numeric keys to dial the number. (Manual Dialing) ⇨ p. 3-5
   • Use the One Touch Dial function. ⇨ p. 3-7
   • Use the Speed Dial function. ⇨ p. 3-9
   • Use the Combination Dial function. ⇨ p. 3-11
   • Use the Phone Book (List) function. ⇨ p. 3-13
   • Use the Phone Book (Search) function. ⇨ p. 3-14

When the number is dialed, the fax starts scanning and transmitting the document.

Direct Communication and Memory Communication

A document can be transmitted or received through either direct or memory communication.

"Direct transmission" refers to the transmission of a document to the other party as the fax scans it. "Direct reception" refers to printing the document while receiving it from the other party. Direct transmission and reception are collectively called direct communication.

Memory communication is the opposite of direct communication, in which the fax temporarily stores the contents of the document being transmitted or received in its built-in memory prior to transmitting or printing. ⇨ p. 6-1

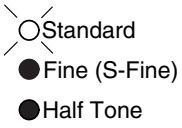
Features of direct communication
You can transmit long documents without concern about memory capacity. (In memory communication, transmission or reception of a document is disabled when there is not enough memory for the document.)

Features of memory communication
- Since the fax scans the contents of all pages of a document at high speed before starting a transmission, you can bring that document back to your desk quickly. The machine also allows you to make the necessary settings for the transmission of another document even while transmitting or receiving the current document.
- Memory substitute reception function: The fax will automatically switch from printing or direct reception to memory reception if the fax runs out of paper or misfeeds, insuring reception of important documents. The document received is printed as soon as paper is loaded or the misfeed is cleared. ⇨ p. 5-22

Selecting the Resolution

You can select the resolution for transmission based on the characteristics of the document to be transmitted so that the receiver gets a highly legible document. There are three types of resolution to choose from.

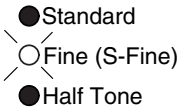
Standard



4503U301

Use this selection for transmitting a standard document containing characters of a common size, either handwritten or word-processed. Standard resolution will result in the fastest transmission times.

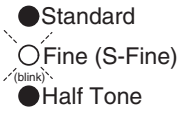
Fine



4503U302

Offering better resolution than Standard, Fine is suitable for newspapers and similar documents which have small type or detailed illustrations, or when there is a willingness to trade speed for higher image quality.

S-Fine



4503U303

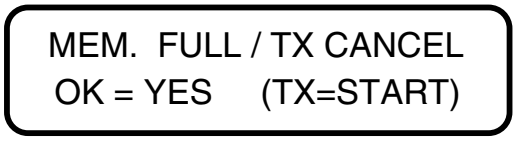
Offering better resolution than Fine, Super Fine is suitable for map, drawing, tiny type and very detailed illustartions, it takes longer to transmit.

Half Tone

Suitable for documents with halftone photo illustrations and for colored documents. The Half Tone setting is not mutually exclusive of Standard or Fine resolutions. Resolution can be set in addition to Half-Tone.
(Note: Half Tone significantly increases transmission time.)

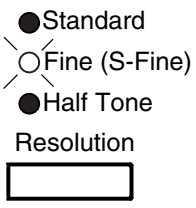
4503U303-2

1 Selecting a resolution setting:
Check that the message "SET DOC. FACE DOWN" is shown.
Example:

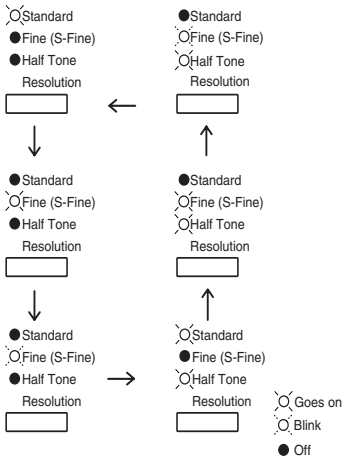


4503U229

2 Press the Resolution key to select the desired resolution. Each time the key is pressed a new resolution is selected.
Example:



4503U304



4503U305-1

When the document has been transmitted, the initial setting of Standard is automatically reset.

The SET utilities function allows selection of another resolution type as the default.

SET Utilities ⇨ p. 8-3

Loading the Document

Documents Suitable for Transmission

Type

Sheet (1-sided only)

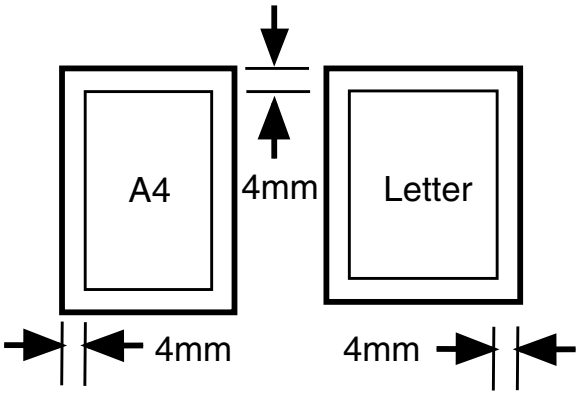
Size

Standard: A4L, 8-1/2" x 11" (Letter) L, 8-1/2" x 14" (Legal) L, 8-1/2" x 13" (Government Legal) L, 8" x 14"

Non-standard: Width - 148 mm to 216 mm (5-3/4" to 8-1/2");
Length - 100 mm to 500 mm (4" to 20"). (L: lengthwise; C: crosswise)

Effective Scanning Area

The fax will not transmit information contained in the margins of 4 mm (0.16 inch) along the four edges of the document .
When preparing a document, allow a blank margin of this width along the four edges.



4258U050

Weight

50 g/m^2 to 120 g/m^2 (13-1/4 lbs. to 32 lbs.)

No. of Pages That Can be Loaded

A4/Letter (60 g/m^2 to 90 g/m^2 or 16 lbs. to 24 lbs.) : 20 sheets
A4/Letter (50 g/m^2 to 60 g/m^2) : 5 sheets
A4/Letter (90 g/m^2 to 120 g/m^2) : 5 sheets

NOTE

For any of the following types of documents, make a copy prior to transmission or use the Carrier Sheet for transmission.

- *A page with a width or length smaller than the minimum permissible dimensions*
- *Minimum permissible dimensions: Width 148 mm or 5-3/4", Length 100 mm or (4")*
- *A lightweight page weighing 50 g/m^2 (13-1/4 lbs.) or less*
- *A creased, torn, wrinkled, or curled page*
- *OHP transparencies*
- *A page with a stamp on it A page with adhesive tape affixed to it*
- *Paper with a coated surface*
- *Heat- or pressure-sensitive paper*
- *Glossy paper*

Useful Tips

In case your document is very important, confidential or for an emergency, it is recommended that you make a phone call to tell the other party that you are sending a document.

Loading the Document

This fax scans the data on the front side of the document. This means that you should place the document face down on your fax.

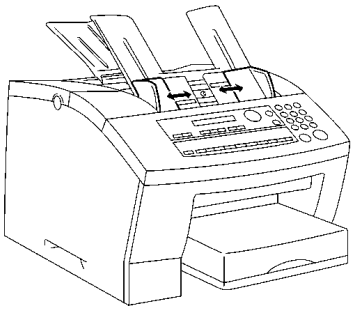
You can transmit the document with the date printed at on the top of the document by the Header function. To use the Header function properly, load the document top edge down. ⇨ p. 5-17
When sending a multi-page document, the fax scans from the top down. A document placed in the feeder such as page 1, page 2, ... page X will be sent in the same order. Document ejecting style is straight-ahead ejection. The same rule applies when placing your document for the copy or scanner function.
⇨ pp. 7-1, 10-1

1 Check that the message "SET DOC. FACE DOWN" is shown.

```
JUN.  8  15:38      100%
- SET DOC. FACE DOWN -
```

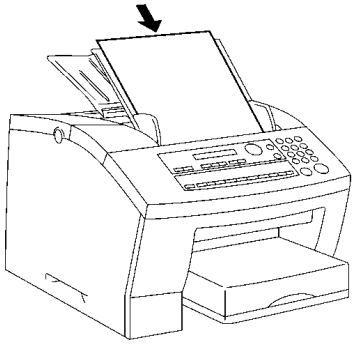
4503U229

2 Adjust the Document Guide Plates to fit the size of the document.



4503U320

3 • Place the document face down and turn the top edge of the document down.
• Slide the document along the Document Feeding Tray into the fax until it is stops.



4503U321

NOTE

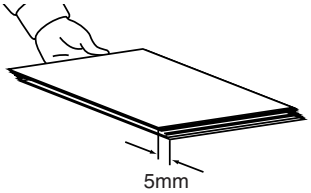
Do not mix pages of assorted sizes together, as a paper misfeed or skewing could result.

4503U322

For multi-page documents, may sure to remove any staples, paper clips, tape etc. Transmitting documents without removing these items can cause misfeeds or damage to machine.

4258U052

If multi-page documents are misfed or piggy-backed (two or more sheets are stuck and fed together), set the documents with each page shifted and parted slightly from the beneath page as if the forefront of them form a wedge viewed from the side.



5403U324

4 The Message Display now prompts you to enter the fax number.

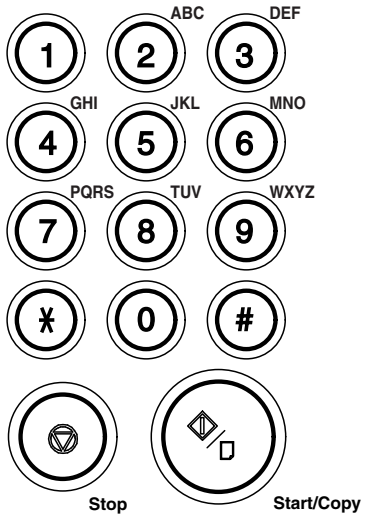
```
☎ = ENTER FAX. NO.
        → or FUNCTION
```

4258U051

Dialing the Number (Transmitting the Document)

Using the Numeric keys (Manual Dialing)

Using the Numeric keys to dial is the most basic method. Load your document, enter the fax number of the destination with the Numeric keys, and press the Start key. It's that simple.



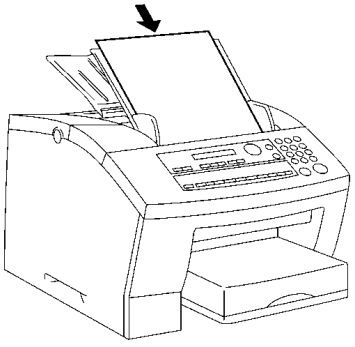
4503U00I

1 Check that the message "SET DOC. FACE DOWN" is shown.
Example:

4503U229

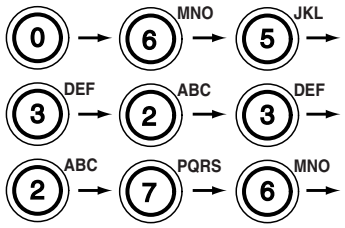
Select the resolution based on the characteristics of the document. ⇨ p. 3-2

2 Place the document on the Document Feeding Tray.
⇨ p. 3-4

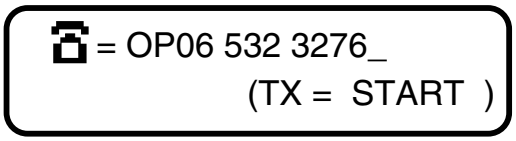


4503U321

3 From the Numeric keys, enter the fax number of the other party. Up to 32 characters can be entered for a fax number.
Example: 06-532-3276

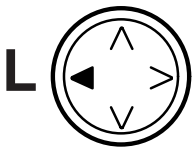


4503U33I



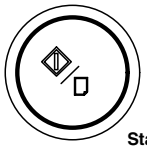
4258U054

4 Gain access to the PC connected to the destination inputted.
To input "Sub Address," press the Up Arrow Key once. Then, the display shows ";" meaning that the input of "Sub Address" is ready.
If you have entered a wrong number, press the Left Arrow key, which will bring the cursor back one position. Enter the correct number.



4503U12LI

5 Press the Start Key.
The fax automatically starts dialing the number and starts feeding the document.



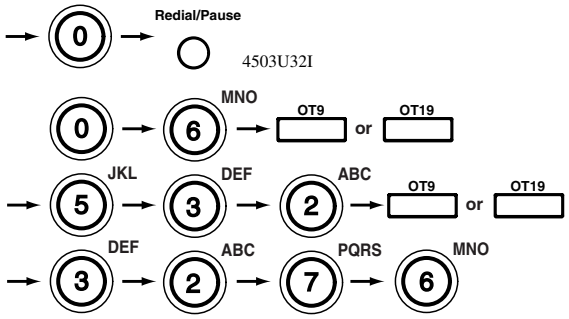
4503U16I

Press the Stop key if you want to stop transmitting the document.

4503U17I

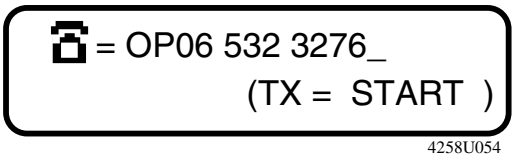
When a PBX is Being Used

When dialing a number to an outside line via a PBX, it may take some time to be connected to the outside line after dialing the access number ("0" for example).
In such a case, if you enter the numbers consecutively, a connection for the outside may not be achieved after dialing (Dial Error).
To avoid such an error, enter a pause command at the begining of the telephone number after entering the number for accessing the outside line.
By entering a pause, you can avoid the dial error caused by the PBX system.
(Example) 0-06-532-3276
(When the number dialed to access the outside line is 0.)



4503U32I
4503U31I

* One Touch Key 9 or 19: Space



4258U054

When the transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for 2 sec., indicating that the document has been successfully transmitted to the other party.

4503U307

Then, the initial screen reappears.
To obtain detailed results of a transmission, print the Activity Report. ⇨ p. 9-1

If the Line is Busy

If the line is busy and the fax is unable to transmit the document to the receiving party, the Auto Redial function is automatically activated and the fax repeats dialing the number.

For details, see "Redial Transmission." ⇨ p. 6-3

4503U308

If the Transmission Fails

If the transmission fails, a buzzer sounds intermittently for 2 sec. and the Error Indicator lights up.

4503U3AI

The fax then automatically prints a TX RX Result Report. For more details, see "TX RX Result Report." ⇨ pp. 9-3, 9-5

4503U309

Press the Stop key.

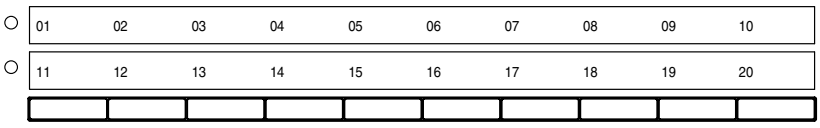
4503U171

The document is fed out and the Error Indicator will go out. Note the reason for failure on the TX RX Result Report and retry transmission or check to insure the fax number is correct.

Using the One Touch Dial Function

The One Touch Dial function allows you to transmit a document to a particular party by pressing one of the One Touch Keys which has previously been programmed with that party's information.
To use this function, you must previously program the fax number and other data for particular parties into different One Touch Keys.

You can also register the PC access number when the destination fax is connected to a PC.
Two fax numbers or telephone numbers can be registered to each One Touch key. Please note, however, that these cannot be registered to One Touch keys already assigned for external line connection.



4503U34I

For more detailed programming procedures, see "Registering One Touch Dial and Speed Dial Stations". ⇨ p. 2-19

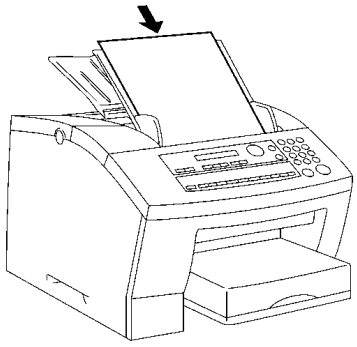
1 Check that the message "SET DOC. FACE DOWN" is shown.

```
MEM.  FULL / TX CANCEL
OK = YES    (TX=START)
```

4503U229

Select the resolution according to the characteristics of the document. ⇨ p. 3-2

2 Place the document on the Document Feeding Tray.
⇨ p. 3-4



4503U321

3 Press the One Touch key in which the desired party has been programmed.
Example: One Touch key "8"
→ OSAKA

4503Uo8

The fax now starts dialing the fax number and it starts feeding the document.
Press the Stop key if you want to stop the transmission.

4503U17I

4 When the transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for 2 sec., indicating that the document has been successfully transmitted to the other party.

```
* TX  COMPLETE *
TOKYO              1
```

4503U307

Then, the initial screen reappears.

```
JUN.  8   15:38     100%
- SET DOC. FACE DOWN -
```

4503U229

To obtain detailed results of the transmission, print the Activity Report.
⇨ p. 9-1

If the Line is Busy

If the line is busy and the fax is unable to transmit the document to the other party, the Auto Redial function is automatically activated and the fax repeats dialing the number.

For details, see "Redial Transmission."
⇨ p. 6-3

```
* REDIAL  WAITING *
TOKYO
```

4503U308

If the Transmission Fails

If the transmission fails, a buzzer sounds intermittently for 2 sec. and the Error Indicator lights up.

4503U3AI

The fax then automatically prints a TX RX Result Report. For more details, see "TX RX Result Report." ⇨ pp. 9-3, 9-5

```
* REDIAL ALL FAILED *
TOKYO
```

4503U309

Press the Stop key.

4503U17I

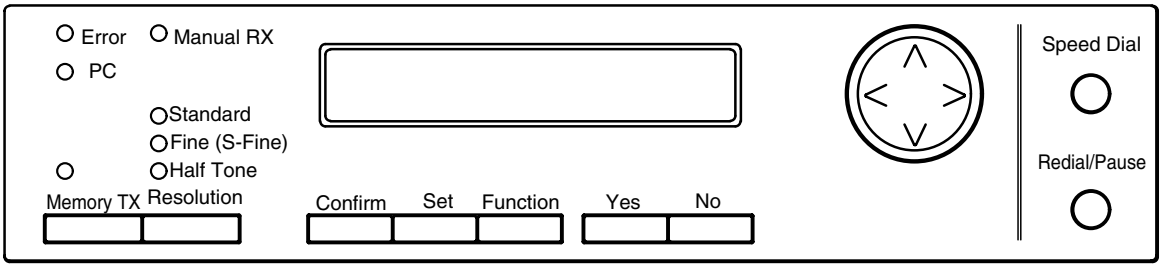
The Error Indicator will go out. Note the reason for failure on the TX RX Result Report and retry transmission or check to insure the fax number is correct.

Using the Speed Dial Function

The Speed Dial function allows you to transmit a document to a particular party by just entering a 2-digit number assigned to that party. To use this function, however, you must first program the fax number and other data for each party into the Speed Dial key.

You can also register the PC access number when the destination fax is connected to a PC.

Data for up to 100 different parties can be registered for Speed Dial.



4503U323

For more detailed registering procedures, see "Registering One Touch Dial and Speed Dial Stations." ⇨ p. 2-19

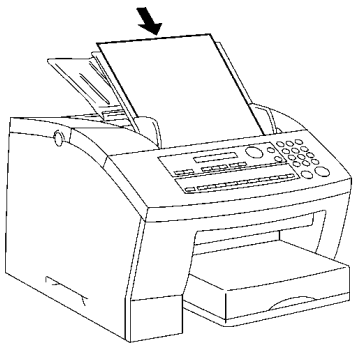
1 Check that the message "SET DOC. FACE DOWN" is shown.

```
JUN.  8  15:38      100%
- SET DOC. FACE DOWN -
```

4503U229

Select the resolution according to the characteristics of the document. ⇨ p. 2-19

2 Place the document on the Document Feeding Tray. ⇨ p. 3-4



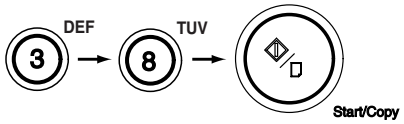
4503U321

3 Press the Speed Dial key.

4503U13I

4258U059

4 Using the Numeric keys, enter the 2-digit number assigned to the other party to which you are going to transmit a document.
Then, press the Start key.
Example: Code 38 → OSAKA



4503U36I

5 The fax now starts dialing the fax number and starts feeding the document.
Press the Stop key if you want to stop the transmission.

4503U17I

6 When transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for 2 sec., indicating that the document has been successfully transmitted to the other party.

4503U311

Then, the initial screen reappears.

4503U229

To obtain detailed results of a transmission, print the TX Result Report. ➪ p. 9-1

TX RESULT REPORT

FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM.TIME	MODE	RESULT
TX	1	OSAKA	OCT.17	17:19	8	0H05' 14"	FINE	ECM OK

4503U903

If the Line is Busy

If the line is busy and the fax is unable to transmit the document to the other party, the Auto Redial function is automatically activated and the fax repeats dialing the number.

For details, see "Redial Transmission." ➪ p. 6-3

4503U308

If the Transmission Fails

If the transmission fails, a buzzer sounds intermittently for 2 sec. and the Error Indicator lights up.

4503U3AI

The fax then automatically prints a TX RX Result Report. For more details, see "TX RX Result Report." ⇨ pp. 9-3, 9-5

```
* REDIAL ALL FAILED *
TOKYO
```

4503U309

Press the Stop key.

4503U17I

The Error Indicator will go out. Note the reason for failure on the TX RX Result Report and retry transmission or check to insure the fax number is correct.

Using the Combination Dial Function

When a dial registered as a Combination Dial is used, you can enter the Dial No. following the Combination Dial.

To register One Touch Dial No. or Speed Dial No. as a Combination Dial, enter "+" at the end of the One Touch Dial No. or Speed Dial No.

In calling, enter the Combination Dial No. and Dial No. in this order.

How to use Combination Dial

Example: When the One Touch Dial 01 (OT1) has been registered as a Combination Dial,

1.OT1 + Dial No. (Numeric keys) + Start key
2.OT1 + One Touch Dial (which has not yet been registered as a Combination Dial)
3.OT1 + Speed Dial and Numeric keys + Start key
4.Redial (including Combination Dial)
5.OT1 + Start key

NOTE

- *Entry should be made before specifying the receiver.*
  Entry is not accepted after a numeric key, One Touch Dial not registered as a Combination Dial, or Speed Dial.
- *Plural Combination Dials cannot be used together.*
  Calling only with the Combination Dial is possible.
- *When a One Touch Dial or Speed Dial key is used after a Combination Dial, the slower communication speed is applied.*
- *Batch processing is possible when Group Dial, Program Dial, Timer Transmission or Communication Function is registered by using One Touch Dial or Speed Dial as a Combination Dial.*
- *Any registered Dial No., when it is changed or deleted, is deleted from the registration of Transmission (Calling) Stand-by Job and Program Key.*
- *An error occurs and transmission becomes impossible when combined numbers are registered to the Combination Dial or when the total number of digits in a fax number exceeds 32.*

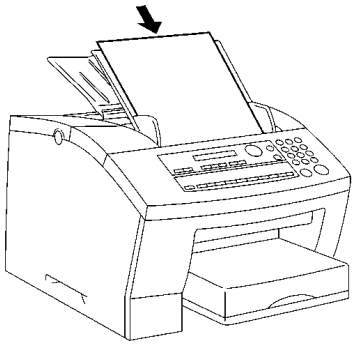
For details about registering procedures, see “Registering One Touch Dial and Speed Dial”. ⇨ p. 2-19

1 Check that the message "SET DOC. FACE DOWN" is shown.

4503U229

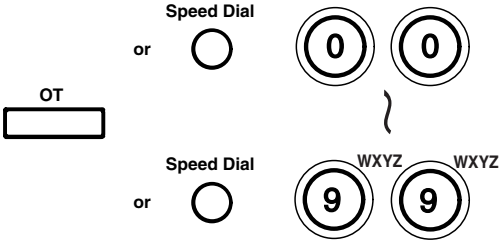
Select the resolution according to the characteristics of the document. ⇨ p. 2-19

2 Place the document on the Document Feeding Tray.
⇨ p. 3-4



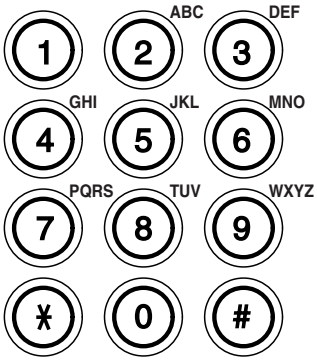
4503U321

3 Select the number to be registered as Combination Dial.



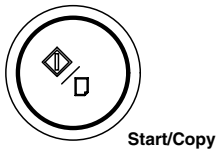
4503U336a

4 Enter the fax number using the Numeric keys, or select the fax number in One Touch Dial or Speed Dial.



4503U15I

5 Press the Start key.

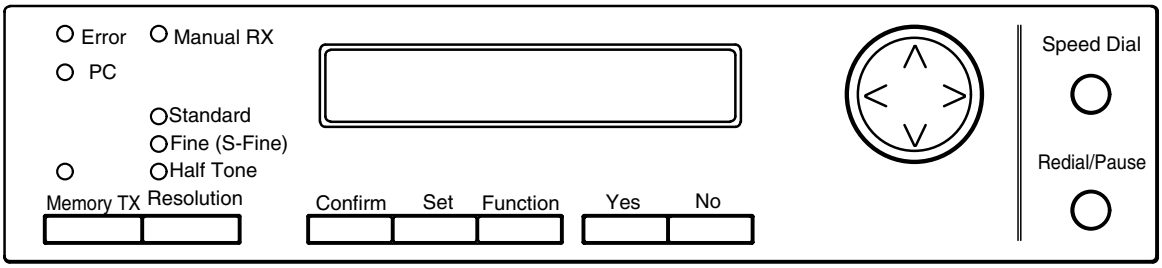


4503U16I

NOTE
When you press One Touch Dial after pressing Combination Dial, the fax number is automatically entered without pressing the Start key.

Using the Phone Book Function

Phone Book is a list of locations you have programmed for One Touch Dial and Speed Dial.
This function offers you a directory list for locating a destination by yourself or by fax (Search) for transmission of a document to that party.



4503U323

To use the Phone Book, you must first program the fax numbers and other data for the destinations to whom you will transmit a document by One Touch Dial or Speed Dial. Please note, however, that these cannot be registered to One Touch keys already assigned for external line connection.
Up to 20 different parties can be registered for One Touch Dial and up to 100 for Speed Dial.
For details about registering procedures, see "Registering One Touch Dial and Speed Dial Stations."
⇨ p. 2-19

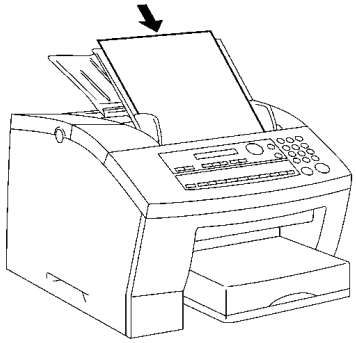
Phone Book (List)

1 Check that the message "SET DOC. FACE DOWN" is shown.

4503U229

Select the resolution according to the characteristics of the document. ⇨ p. 2-19

2 Place the document on the Document Feeding Tray.
⇨ p. 3-4



4503U321

3 Press the Speed Dial key.

4503U13I

4258U030

4 Press the Up Arrow key to call up the Phone Book.

4503UC1I

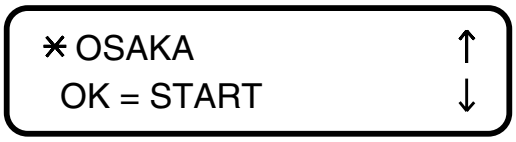
5 Make sure that List is selected. Then, press the Yes key.

4258U092

4503U10I

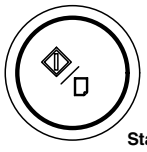
6 Using the Up and Down Arrow keys, search for the party to whom you are going to transmit a document.
Each press of the Arrow key shows a new party name on the Message Display.

4503UC33I



4503U310

7 Once the correct destination is displayed, press the Start key.



4503U16I

The fax now starts dialing the fax number and it starts feeding the document.
Press the Stop key if you want to stop the transmission.

4503U17I

8 When the transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for 2 sec., indicating that the document has been successfully transmitted to the other party.

4503U311

Then, the initial screen reappears.

4503U299

If you want to know the result of the transmission, check it either by using the Confirm function or by printing the Activity Report. ⇨ p. 9-1

ACTIVITY REPORT

NO.	COUNTER	DATE	TIME	TX/RX	DESTINATION STATION	PAGE	COMM. TIME	MODE	RELT
1	T/ 000001	SEP.17	09 : 30	TX	OSAKA 03 345 0987	1	0 H 01' 25"	STD	OK ECM
TOTAL				TX		1	0 H 01' 25"		
				RX		0	0 H 00' 00"		

4503U335

If the Line is Busy

If the line is busy and the fax is unable to transmit the document to the other party, the Auto Redial function is automatically activated and the fax repeats dialing the number.

For details, see "Redial Transmission."
⇨ p. 6-3

If the Transmission Fails

If the transmission fails, a buzzer sounds intermittently for 2 sec. and the Error Indicator lights up.

4503U3AI

The fax then automatically prints a TX RX Result Report. For more details, see "TX RX Result Report." ⇨ pp. 9-3, 9-5

```
* REDIAL ALL FAILED *
TOKYO
```

4503U309

Press the Stop key.

4503U17I

The Error Indicator will go out. Note the reason for failure on the TX / RX Result Report and retry transmission or check to insure the fax number is correct.

Phone Book (Search)

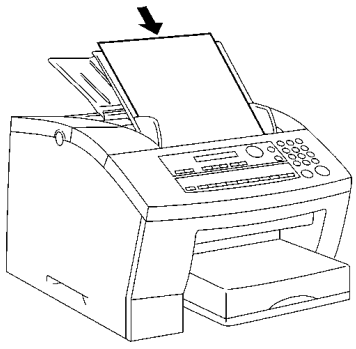
1 Check that the message "SET DOC. FACE DOWN" is shown.

```
JUN.  8  15:38      100%
- SET DOC. FACE DOWN -
```

4503U229

Select the resolution according to the characteristics of the document. ⇨ p. 3-2

2 Place the document on the Document Feeding Tray.
⇨ p. 3-4



4503U321

3 Press the Speed Dial key.

4503U13I

```
SPEED DIAL =
      ( PHONE  BOOK = ↑ )
```

4258U059

4 Press the Up Arrow key to call up the Phone Book.

4503UC1I

```
* LIST        SEARCH
- SELECT & PUSH "YES" -
```

4258U092

5 Press the Right Arrow key to select Search. Then, press the Yes key.

4503U324

```
LIST       *SEARCH
- SELECT & PUSH "YES" -
```

4258U094

6 Using the Numeric keys and Arrow keys, enter the name or beginning portion of the name of the party you want to reach.

Selecting Characters
Using the following matrix, enter the characters of the name or beginning of the name by pressing the corresponding Numeric keys and One Touch keys the required number of times.

Selecting Characters

Numeric Key	1	2	3	4	5	6	7	8	9	0
Push Once	1	2	3	4	5	6	7	8	9	0
Twice		A	D	G	J	M	P	T	W	
3 Times		B	E	H	K	N	Q	U	X	
4 "		C	F	I	L	O	R	V	Y	
5 "							S		Z	

Symbols

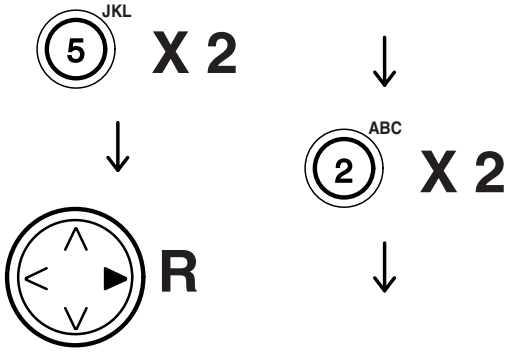
Numeric Key	#	Numeric Key	#	Numeric Key	#
Push Once	&	Push 9 Times	.	Push 17 Times	$
Twice	#	10 "	,	18 "	:
3 Times	*	11 "	!	19 "	;
4 "	-	12 "	+	20 "	@
5 "	/	13 "	=	21 "	%
6 "	(	14 "	<	22 "	[
7 "	)	15 "	>	23 "	]
8 "	"	16 "	?	24 "	Õ

Space / Delete

One-Touch Key	OT9 and OT19	OT10 and OT20
	SPACE	DELETE

4503U223

Example: JAPAN



4503U325

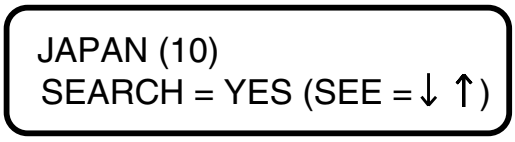
Do the same for the destination you wish to locate.

4503U312

7 Press the Yes key.
The fax now searches for the exact name or possible names beginning with the letters entered.

4503U10I

Example: Search for the destination name having JAPAN at the beginning of the name.
→ Searching ten destinations



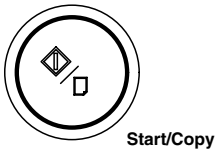
4503U313

8 Using the Up and Down Arrow keys, locate the party to whom you are going to transmit a document.
Each press of the arrow key shows a new party name on the Message Display.

4503UC33

4503U326

9 Once the correct destination is displayed, press the Start key.



4503U16I

The fax now starts dialing the fax number and it starts feeding the document. Press the Stop key if you want to stop the transmission.

4503I17I

10 When the transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for 2 sec., indicating that the document has been successfully transmitted to the other party.

4503U327

11 Then, the initial screen reappears.

4503U229

If you want to know the result of the transmission, check it either by using the Confirm function or by printing the Activity Report. ➪ p. 9-1

If the Line is Busy

If the line is busy and the fax is unable to transmit the document to the other party, the Auto Redial function is automatically activated and the fax repeats dialing the number.
For details, see "Redial Transmission." ➪ p. 6-3

If the Transmission Fails

If the transmission fails, a buzzer sounds intermittently for 2 sec. and the Error Indicator lights up.

4503U3AI

The fax then automatically prints a TX RX Result Report. For more details, see "TX RX Result Report." ➪ pp. 9-3, 9-5

Press the Stop key.

4503U309

The Error Indicator will go out. Note the reason for failure on the TX RX Result Report and retry transmission or check to insure the fax number is correct.

4503U17I

How to Receive a Document - Basics

A document can be received in several different ways. These pages explain how to receive a document and directly print it on your fax machine without using the memory function. For the procedure using the memory function (memory reception), see "Using the Enhanced Utilities." ⇨ p. 5-19

Overview of the Basic Reception Procedure

Before receiving a document, the following functions must first be set.

Reception Mode
- This determines the mode in which your fax should be set to receive a document from the other party.

Print Mode ⇨ p. 3-19
- This determines the zoom ratio at which the document received from the other party is to be printed through your fax printer.

Reception Mode Overview

Your fax may be in either one of the following two modes when receiving a document from the other party. Select the appropriate mode according as how you are going to receive the document.

Fax mode
Select this mode when you use your fax mainly as a fax machine. When a document comes in, your fax rings several times before starting an automatic reception. The number of rings can be set as required. Set Utilities ⇨ pp. 8-1, 8-4

TEL mode (Manual RX mode)
Select this mode when you use your fax mainly as a telephone. To receive a fax document, pick up the Handset, if you hear a fax tone, press the Start Key and hang-up to receive it manually. Note that you cannot receive a document automatically.

Direct Communication and Memory Communication

A document can be transmitted or received through either direct or memory communication.

"Direct transmission" refers to the transmission of a document to the other party as the fax reads it. "Direct reception" refers to printing the document while receiving it from the other party. Direct transmission and reception are collectively called direct communication.

Memory communication is the opposite of direct communication, in which the fax temporarily stores the contents of the document being transmitted or received in its built-in memory, prior to transmitting or printing. ⇨ p. 6-1

Features of direct communication
You can transmit long documents without concern about the memory capacity still available for use. (In memory communication, transmission or reception of a document is disabled when there is not enough memory for the document.)

Features of memory communication
- Since the fax scans the content of all pages of a document at high speed before starting a transmission, you can bring that document back to your desk quickly. The machine also allows you to make the necessary settings for the transmission of another document even while transmitting or receiving the current document.
- Memory substitute reception function: The fax will automatically switch from printing or direct reception to memory reception if the fax runs out of paper or misfeeds, insuring reception of important documents. The document received is printed as soon as the paper is loaded or the misfeed is cleared. ⇨ p. 5-22

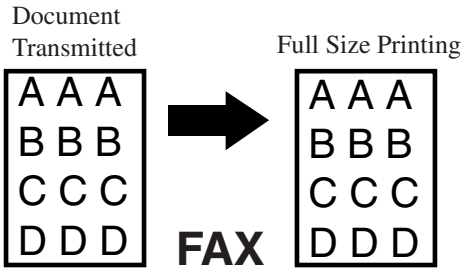
Print Mode Overview

Your fax may be in either one of the following three modes when printing a document received from the other party. Select the appropriate mode according to your needs.

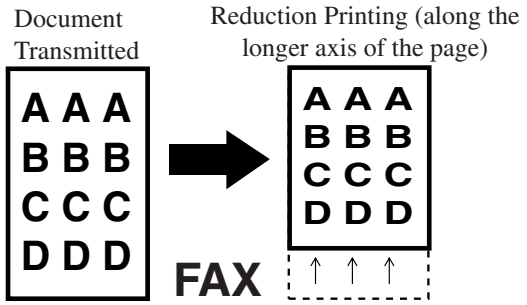
Full Size Priority mode

When in this mode, your fax automatically selects the zoom ratio for printing (a reduction along the longer axis of the page). Priority is, however, given to full size in this mode.

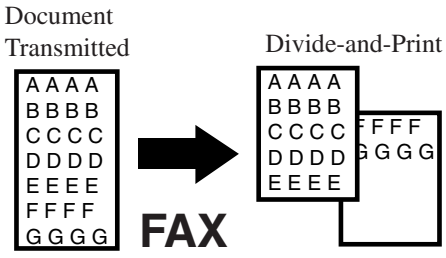
If the document is longer than the specifications, the Divide-and-Print function* is automatically activated and the fax prints the portion outside the length of the paper on the following page.



4258U075



4258U073



4258U071

Print Magnifications / Document Lengthwise	Paper Size			Print Magnifications / Document Lengthwise	Paper Size		
	Letter L	A4 L	Legal		Letter L	A4 L	Legal
less than 10-3/4"	100%	100%	100%	12" to 13-3/4"	100% D&P	100%	100%
10-3/4" to 11"	96.77%	100%	100%	13-3/4" to 14"	100% D&P	100% D&P	96.77%
11" to 11-1/4"	94.12%	100%	100%	14" to 14-1/2"	100% D&P	100% D&P	94.12%
11-1/4" to 11-3/4"	100% D&P	96.77%	100%	more than 14-1/2"	100% D&P	100% D&P	100% D&P
11-3/4" to 12"	100% D&P	94.12%	100%				

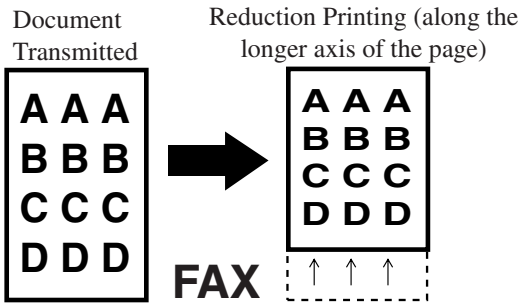
* D&P: Divide-and-Print Function

4258U069

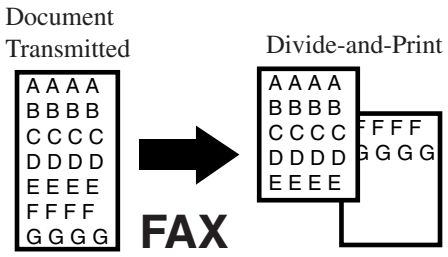
Reduction Priority mode

When in this mode, your fax automatically selects the zoom ratio for printing (a reduction along the longer axis of the page). Priority is, however, given to reduction in this mode.

If the document is longer than the specifications, the Divide-and-Print function* is automatically activated and the fax prints the portion outside the length of the paper on the following page.



4258U073



4258U071

Document Lengthwise / Print Magnifications	Paper Size			Document Lengthwise / Print Magnifications	Paper Size		
	Letter L	A4 L	Legal		Letter L	A4 L	Legal
100%	less than 10-3/4"	less than 11-1/4"	less than 13-3/4"	85.71%	12" to 12-1/2"	12-3/4" to 13-1/4"	15-1/2" to 16"
96.77%	10-3/4" to 11"	11-1/4" to 11-3/4"	13-3/4" to 14"	75%	12-1/2" to 14-1/4"	13-1/4" to 15"	16" to 18-1/4"
94.12%	11" to 11-1/4"	11-3/4" to 12"	14" to 14-1/2"	71.43%	14-1/4" to 15"	15" to 15-3/4"	18-1/4" to 19-1/4"
90.12%	11-1/4" to 11-3/4"	12" to 12-1/2"	14-1/2" to 15"	100% D & P	more than 15"	more than 15-3/4"	more than 19-1/4"
88.24%	11-3/4" to 12"	12-1/2" to 12-3/4"	15" to 15-1/2"				

4258U070

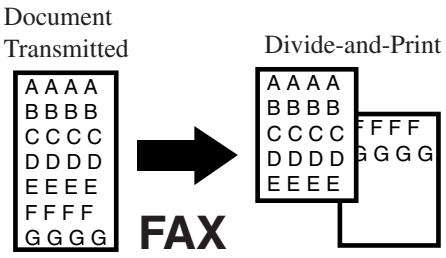
100% Reception mode

When in this mode, the fax prints the document received full-size without reducing it.
If the document is longer than the specifications, the Divide-and-Print function* is automatically activated and the fax prints the portion outside the length of the paper on the following page.

If you want to use this mode, call your Technical Representative.

*Divide-and-Print Function

This function divides a received page longer than the paper loaded in your fax into two or more so that any information on one full page received is not lost. The applicable zoom ratio is 100% in this case.



4258U071

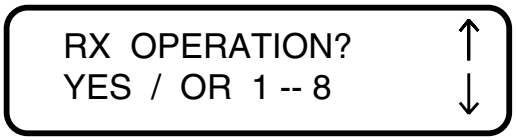
Selecting the Reception Mode

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

2 Press the Set key four times to set the fax into the RX Operation mode.

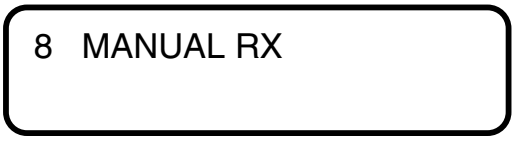
4503U84I



4503U314

3 Press "8" of the Numeric keys to show "8 Manul RX" on the Message Display.

4503UF8I

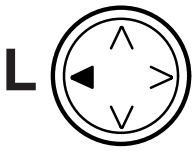


4503U334

The fax is now ready to receive based on the mode selected through the above steps.

4 Select the Left Arrow key to select ON.

4258U080



4503UC4I

Selecting the Print Mode

1 Check that the initial screen is shown.

4503U229

2 Press the Set key four times to set the fax into the RX Operation mode.

4503U84I

4503U314

3 Press "4" of the Numeric keys to show "4 Reduction RX" on the Message Display.

4503UF4I

4503U315

4 Using the Left and Right Arrow keys, select the desired print mode.

4503UC7I

◁ Left Arrow key:
Turns ON Reduction RX, i.e., this selects the Reduction Priority mode.

▷ Right Arrow key:
Turns OFF Reduction RX, i.e., this

selects the Full Size Priority mode.

4258U80

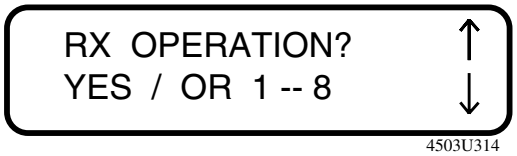
5 If you want to change the setting, press the No key.
The Message Display now prompts you to select whether you want to turn ON or OFF Reduction RX. Now, start the procedure over beginning with step 4.

4503UBI

4258U080

Once the desired selection is made, press the Yes key to validate it.

4503U10I



4503U314

6 Press the No key to exit from the RX Operation mode. Then, check that the initial screen reappears.

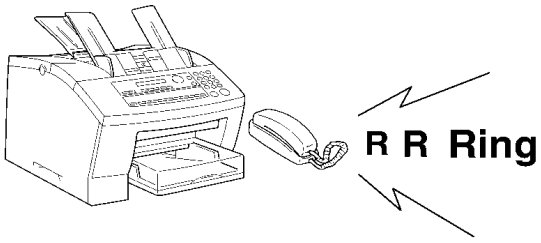
4503UBI

4503U229

Operation at Reception

Receiving a Document in the Fax Mode

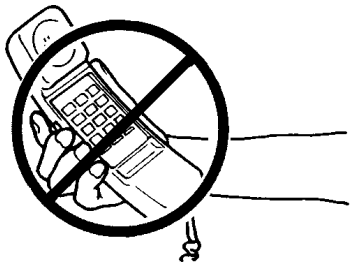
1 When using a telephone, the telephone also rings indicating that a fax call is coming in.



4503U328

2 The fax stops ringing and the document is

NOTE
You cannot answer the call by picking up the telephone.



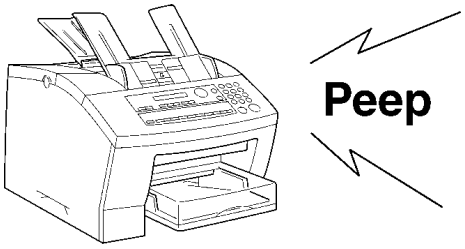
4503U329

received and exits onto the Print Tray.

4503U316

The number of rings before the fax answers is programmable. ⇨ pp. 8-1, 8-4

3 When all pages of the document are printed, a buzzer sounds, notifying you that the communication has been completed.

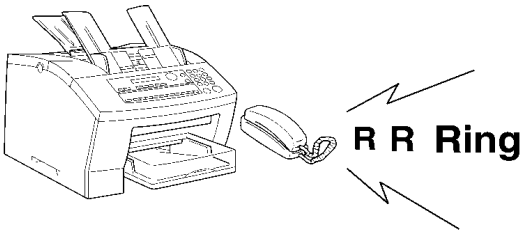


4503U330

4503U317

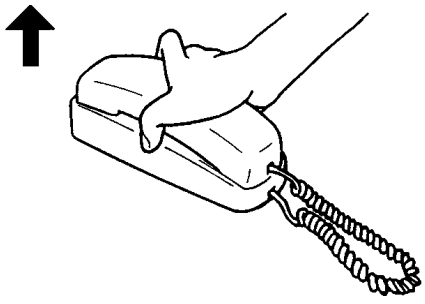
Receiving a Document in the Tel Mode (Manual RX mode)

1 When using a telephone unit, the telephone also rings indicating that a fax call is coming in.



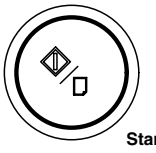
4503U328

2 Pick up the telephone.
This stops the fax ringing.



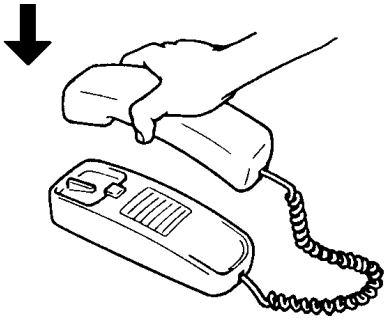
4503U331

3 If you hear a fax signal, press the Start key.



4503U16I

4 Hang up the telephone.
Then, the document is received and exits onto the Print Tray.
When all pages of the document are printed, a buzzer sounds, notifying that the communication has been completed.



4503U332

4503U317

How to Use Your Fax as a Telephone Set

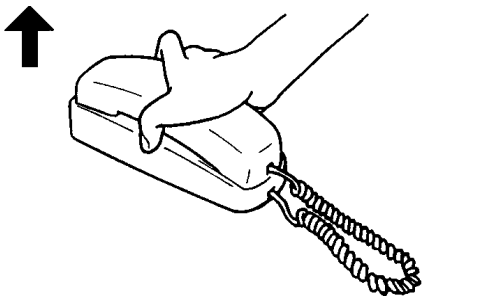
This fax can be used as a telephone set in addition to a fax machine.

Making a Telephone Call

1 Check that the initial screen is shown.

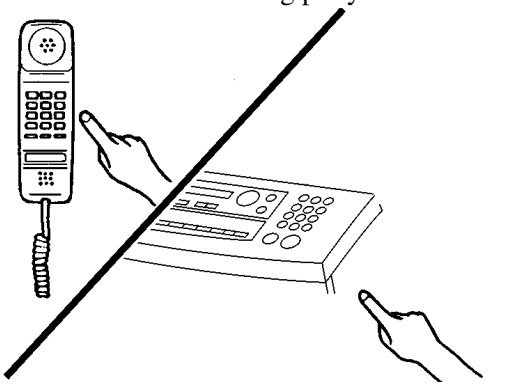
4503U229

2 Pick up the telephone.



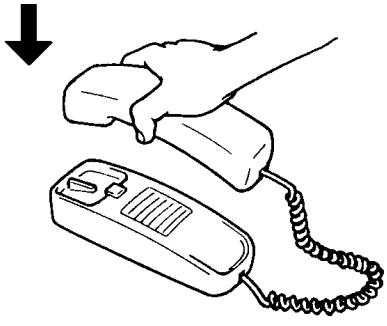
4503U331

3 Using the dial keys on the telephone unit or the Numeric keys, enter the telephone number of the receiving party.



4503U333

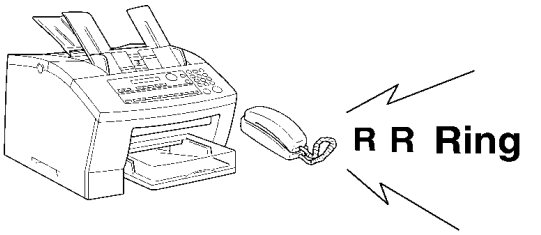
4 The telephone unit now operates as a normal telephone.
Once the voice call is completed, hang up the telephone.



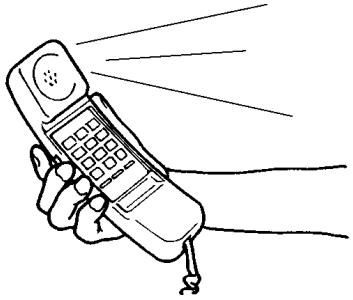
4503U332

Receiving a Telephone Call

1 When using a telephone unit, the telephone rings indicating that a fax call is coming in. Pick up the telephone.
Now you can talk to the calling party over the phone.



4503U328

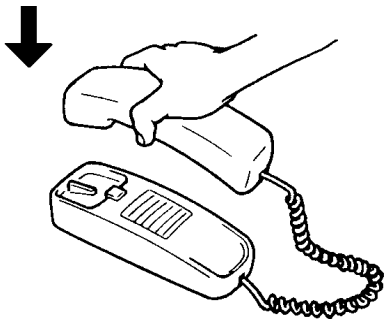


4503U340

NOTE

- *When you pick up the telephone with the fax in the Tel mode and find that the call received is a fax communication, press the Start key.*
  ⇨ *p. 3-23*
- *When the fax is in the Fax mode, the telephone is disabled to answer any call.*
  ⇨ *p. 3-23*

2 Once a voice call has been completed, hang up the telephone.



4503U332

Chapter 4

Using the Enhanced Utilities 1 (FUNCTION Utilities)

This chapter covers using the enhanced utilities provided by your fax, particularly the FUNCTION utilities.

Using the FUNCTION Utilities

Overview of the FUNCTION Utilities

The FUNCTION utilities help make your fax more convenient to operate. The following eight FUNCTIONS are available.

1. Broadcast — Transmits the same document to two or more parties with a single operation. ⇨ p. 4-3

2. Convenient Copy — Permits making of enlarged or reduced copies, multiple copies, and sorted multiple copies. For details, see Chapter 7 "Making Copies." ⇨ p. 7-1

3. Timer TX — Scans a document into memory for transmission to the destination at a specified time. ⇨ p. 4-11

4. Mailbox TX — Transmits a confidential document to a particular person at the receiving party. The document is stored in memory at the receiving end. The entry of a password is necessary before the document can be printed. ⇨ p. 4-14

5. Print Mailbox RX — Receives a confidential document from a particular person. The document will not be printed until a password is entered. ⇨ p. 4-17

6. Polling TX — Scans the document into memory and, upon receiving a polling transmission command from the other party, transmits it to them. ⇨ p. 4-21

7. Polling RX — Gives a polling transmission command to another fax which enables it to transmit a document previously stored in memory. ⇨ p. 4-24

0. Cancel Reservation — Cancels a job which has been stored in memory for future transmission, including that for Broadcast, Timer TX, Polling TX and deletes the document from memory. Only jobs which have not begun can be canceled. ⇨ p. 4-31

Setting the FUNCTION Utilities

Numeric keys for FUNCTION Selection

1. Broadcast
2. Convenient Copy
3. Timer TX
4. Mailbox TX
5. Print Mailbox RX
6. Polling TX
7. Polling RX
0. Cancel Reservation

4503U401

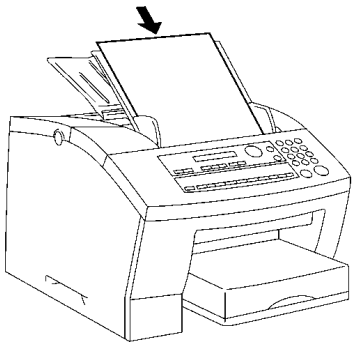
1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
Example:

```
JUN.  8  15:38     100%
- SET DOC. FACE DOWN -
```

4503U229

Select the resolution according to the characteristics of the document. ⇨ p. 3-2

2 Place the document on the Document Feeding Tray. ⇨ p. 3-4



4503U321

3 Press the Function key.
The Message Display now prompts you to select one of the FUNCTION utilities.

4503U09I

```
FUNCTION
  SEL.  0 - 7 / OR  FUNCTION
```

4258U106

4 Using the Numeric keys, select the desired FUNCTION.
Example: To select Broadcast, press "1.":

4503UF1I

Numeric key	FUNCTIONAL TRANSMISSION
1	BROADCAST
2 ABC	CONVENIENT COPY
3 DEF	TIMER
4 GHI	MAILBOX TX
5 JKL	PRINT MAILBOX RX
6 MNO	POLLING TX
7 PQRS	POLLING RX
0	CANCEL RESERVATION

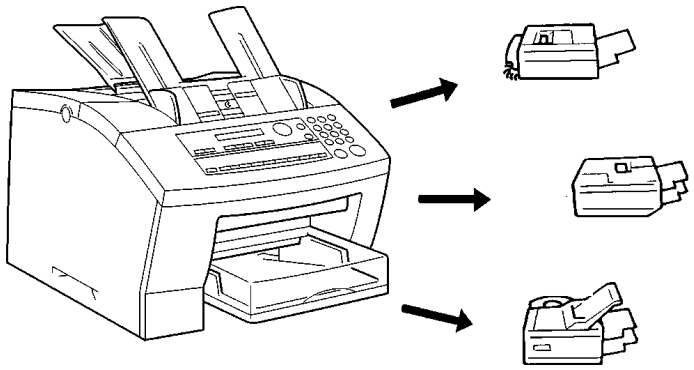
4503U402

Make the necessary settings for the FUNCTION selected.

NOTE
If no documents are loaded in the feeder, the FUNCTION utilities can be selected but they cannot be executed.
In such a case, however, function of Print Mailbox RX, Polling RX and Cancel Reservation are enabled execution.

Transmitting a Document to Two or More Destinations (Broadcast)

Broadcast enables the fax to scan the document to be transmitted into memory and transmit it to two or more destinations. The same document can be transmitted sequentially to up to 100 different destinations. This feature is convenient for transmitting a multi-page document to a number of different destinations.
It eliminates the need to repeat procedures when performing a fax distribution, increasing productivity and reducing the amount of time required to perform this activity. It also helps reduce wear on the document since the fax needs to scan it only once.



4503U440

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Make the necessary resolution settings and load the document into the feeder (so that the document can be immediately transmitted).
• Press the Function key. ⇨ p. 4-2

4503U09I

FUNCTION
SEL. 0 - 7 / OR FUNCTION

4258U106

2 Press "1" of the Numeric keys to select Broadcast.

4503UF1I

1 BROADCAST

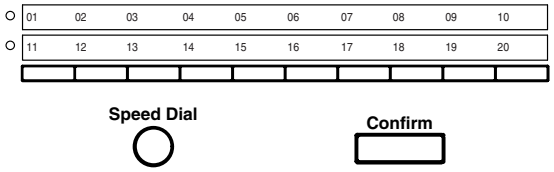
4503U403

3 Specify the receiving destinations.

NO. 001 =
OK = YES (Fin. = START)

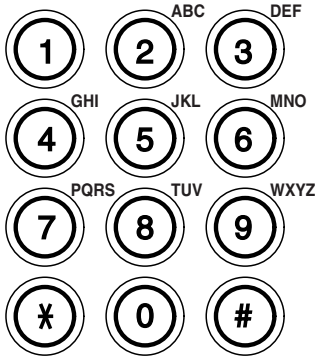
4258U308

One Touch Dial, Speed Dial, Combination Dial, or Phone Book may be used to specify the receiving destinations.
⇨ pp. 3-7, 3-9, 3-11, 3-13



4503U441

A destination which has not been programmed can be specified by entering its fax number using the Numeric keys. ⇨ p. 3-5



4503U15I

Specifying the Destinations Using One Touch Keys

1 Press the One Touch key in which the receiving destination has been programmed.
Example:
To select One Touch key 04 (Sapporo) for Broadcast 001:
Press One Touch key 04.

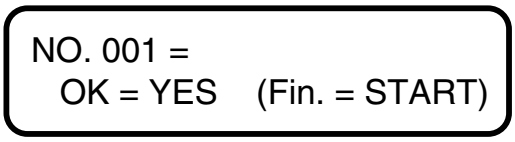
4503UO4I

The Message Display shows the party programmed in One Touch key 04, indicating that it has been selected for Broadcast 001.
Example:

4503U404

2 If you select an incorrect destination, pressing the No key will cancel inclusion of this destination in the broadcast.
The screen shown in step 3 on the previous page will reappear.

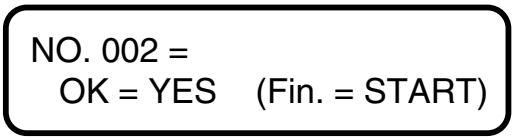
4503UBI



4258U308

Press the Yes key if the party has been correctly selected.
The Message Display now prompts you to select the next receiving destination.

4503UAI



4258U307

If you want to continue selecting the receiving destinations using the One Touch keys, repeat steps 1 and 2.

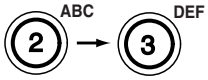
Selecting Destinations Using Speed Dial

1 • Press the Speed Dial key.

4503U13I

• From the Numeric keys, enter the Speed Dial number in which the receiving party has been programmed.

Example:
To select Speed Dial 23 (Yokohama) for Broadcast 001:
Press "2" and "3" of the Numeric keys.



4503U37I

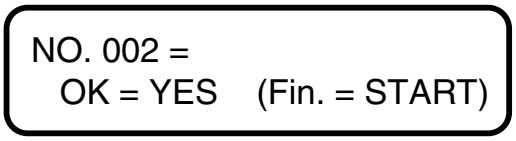
• The Message Display shows the destination programmed in Speed Dial 23, indicating that it has been selected for Broadcast 001.

Example:

4503U405

2 Press the Yes key if the party has been correctly selected.
The Message Display now prompts you to select the next receiving destination.

4503UAI



4258U307

If you select an incorrect destination, pressing the No key will cancel inclusion of this destination in the broadcast.
The previous screen will reappear.

4503UBI

If you want to continue selecting receiving destinations using Speed Dial, repeat steps 1 and 2.

Selecting Destinations Using Phone Book (List)

1 Search for the receiving destination through the Phone Book List.
Example:
To select the receiving destination (Osaka) listed in the Phone Book for Broadcast 001:
Press the Speed Dial key.

45036U13I

Press the Up Arrow key.

4503UC1I

2 Check that List is selected, then press the Yes key.

4503UAI

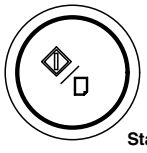
4258U092

3 Using the Up and Down Arrow keys, search for the receiving destination you want to select.

4503UC33I

4503U310

4 When the desired destination is displayed, press the Start key.



4503U16I

The Message Display now shows the receiving party you chose, indicating that it has been selected for Broadcast 001.

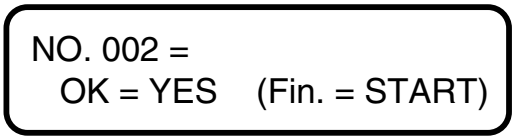
5 Example:

4503U406

Press the Yes key if the party has been correctly selected.

4503UAI

The Message Display now prompts you to select the next receiving destination.

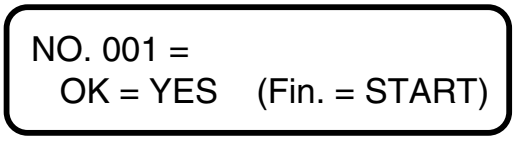


4258U307

If you select an incorrect destination, pressing the No key will cancel inclusion of this destination in the broadcast.

4503UBI

The previous screen will reappear.



4258U308

If you want to continue selecting the receiving destinations using Phone Book, repeat steps 1 through 5.

Selecting Destinations Using Phone Book (Search)

1 Search for the receiving destination by using the Search of function of Phone Book.
Example:
To select the receiving destination (Japan) listed in the Phone Book for Broadcast 001:
Press the Speed Dial key.

4503U13I

Press the Up Arrow key.

4503UC1I

2 Press the Right Arrow key to select Search. Then, press the Yes key.

4503U324

3 Using the One Touch keys and Arrow keys, enter the name or initial portion of the destination you want to find.

Selecting Characters

Using the following matrix, enter the characters of the name or initial portion of the name by pressing the corresponding Numeric keys and One Touch keys the required number of times.

Selecting Characters

Numeric Key	1	2	3	4	5	6	7	8	9	0
Push Once	1	2	3	4	5	6	7	8	9	0
Twice		A	D	G	J	M	P	T	W	
3 Times		B	E	H	K	N	Q	U	X	
4 "		C	F	I	L	O	R	V	Y	
5 "							S		Z	

Symbols

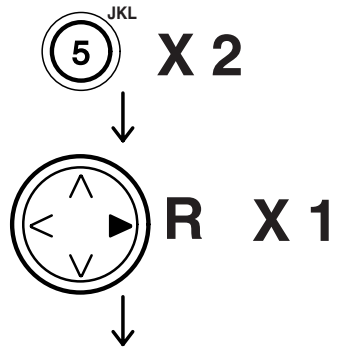
Numeric Key	#	Numeric Key	#	Numeric Key	#
Push Once	&	Push 9 Times	.	Push 17 Times	$
Twice	#	10 "	,	18 "	:
3 Times	*	11 "	!	19 "	;
4 "	-	12 "	+	20 "	@
5 "	/	13 "	=	21 "	%
6 "	(	14 "	<	22 "	[
7 "	)	15 "	>	23 "	]
8 "	"	16 "	?	24 "	Õ

Space / Delete

One-Touch Key	OT9 and OT19	OT10 and OT20
	SPACE	DELETE

4503U223

Example: Japan



4503U443

Do the same for the destination you wish to locate.

4 Example: Japan

4503U407

Press the Yes key.

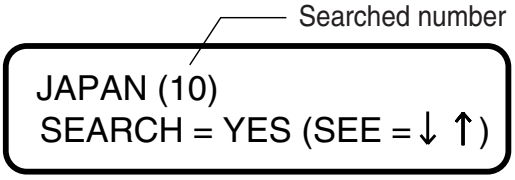
4503UAI

The fax now searches for the exact name or names beginning with the letters entered.

Example:

Search for the destination name having JAPAN at the beginning of the name.

→ Searching ten destinations



4503U444

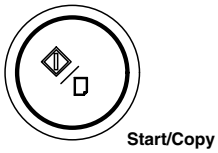
5 Using the Up and Down arrow keys, locate the destination you want.

4503UC33

4503U318

6 Press the Start key.

The Message Display now shows the receiving destination you selected, indicating that it has been specified for Broadcast 001.



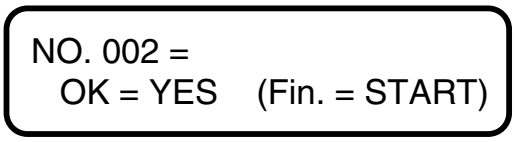
4503U16I

Example:

4503U512

7 Press the Yes key if the party has been correctly selected.
The Message Display now prompts you to select the next receiving destination.

4503UAI



4258U307

If you select an incorrect destination, pressing the No key will cancel inclusion of this destination in the broadcast. The previous screen will reappear.
If you want to continue selecting the receiving destinations using Phone Book, repeat steps 1 through 7.

Specifying the Destination with the Numeric keys

1 Transmit a document to a destination which is not registered in memory.
Example:
Specify the destination (the fax number is 0354237801) for Broadcast [001] which is not registered in memory. Enter the fax number of the destination with the Numeric keys.

4503U38I

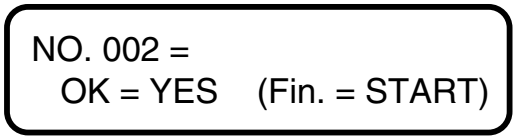
Specify the next entry in the same way.

4258U288

2 If the specified destinations is correct, press the YES key twice.

4503UA2I

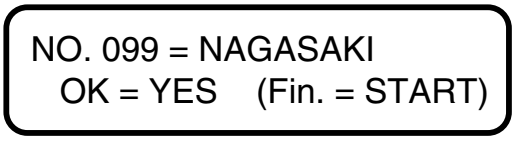
The display is changed to the next destination specifying display.



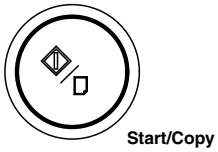
4258U307

When you want to change the specified destination, press the NO key. The display returns to the previous display.
To continue specifying fax numbers with the Numeric keys, repeat the operation for step 1 and step 2.

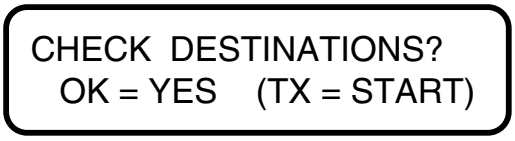
3 When all the receiving parties have been selected for a broadcast, press the Start key.
Example:



4503U408



4503U16I



4258U313

Checking the Selected Destinations

1 The receiving parties you have selected can now be checked to insure the correct destinations have been selected.

4258U115

- To check, press the Yes key.
- You can skip checking the destinations selected by pressing the Start key, which will begin the Broadcast transmission procedure immediately.

2 To check selected destinations
Press the Yes key.
The Message Display first shows the receiving party specified for 001.

4503UAI

Example:

4503U409

3 If the party has been correctly specified, press the Yes key.
Then, the Message Display shows the next receiving party specified.

4503UAI

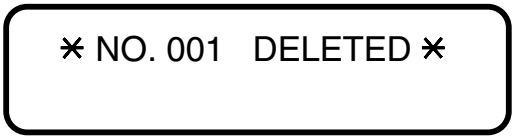
Example:

4503U409

4 If you find that you have selected an incorrect destination or if you want to delete a particular destination, pressing the No key will delete the destination.

4503UBI

The Message Display shows for several seconds that the selected destination has been deleted.
Example:



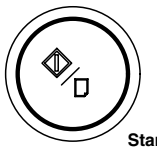
4258U118

The Message Display will then show the next receiving destination selected.
When one destination is deleted, the Broadcast number is advanced by one.
Example:

4503U410

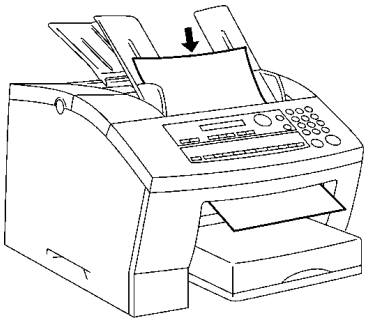
Repeat steps 1 through 3 to continue checking destinations selected.

5 When you complete, or have skipped, checking the selected destinations.
Press the Start key to begin the broadcast.



4503U16I

6 The document in the Document Feeding Tray is scanned into the memory of the fax.



4503U445

If the Reserv. Report available from the SET utilities has been set to ON, the fax prints a Broadcast Reservation Report before it executes the transmission. ⇨ pp. 8-1, 9-10

- The fax now begins transmitting the document to the selected destinations, beginning with 001.

Example:

```
( OSAKA )  90%
 - SET DOC. FACE DOWN -
```

4503U411

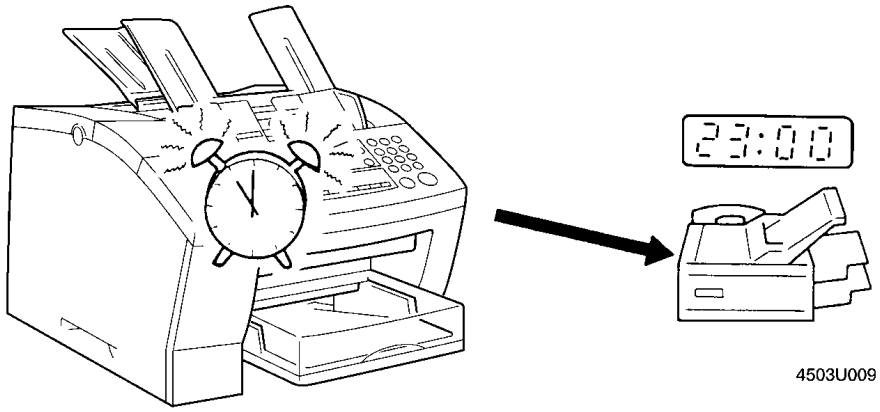
7 After completing transmission, the fax prints a TX Result Report. ⇨ p. 9-3
The Report indicates which destinations did not receive the document. Retransmit the document to those destinations if desired.

NOTE

If the line of a receiving party is busy and the fax is unable to transmit the document, that party is put at the last of the transmission sequence.
This receiving party is redialed after the fax has completed transmitting the document to all other parties.

Transmitting a Document at a Specified Time (Timer TX)

Timer TX lets the fax scan the document to be transmitted into memory and transmit it to a destination at a specified time. This feature enables the transmission of a document at times when special telephone discount rates maybe applicable. This can contribute to reductions in communication costs.



4503U009

The timer can be set up to 24 hours in advance.
The number of timer transmissions that can be made varies by model as detailed below.
• Up to 20
Note, however, that this capacity is decreased if any feature involving the use of memory has been specified for other documents.

1

- Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
- Make the necessary control panel settings and load the document (so that the document can be immediately transmitted).
- Press the Function key. ⇨ p. 4-2

4503U09I

```
FUNCTION
  SEL.  0 - 7 / OR  FUNCTION
```

4258U106

2 Press "3" of the Numeric keys to select Timer TX.

4503UF3I

```
3 TIMER
```

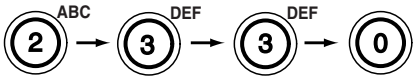
4503U413

3 From the Numeric keys, enter the time (24-hour system) at which to transmit the document.

```
TIMER =      :
  OK = YES
```

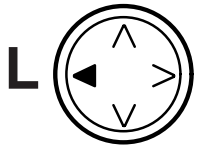
4258U122

Example: 11:30 p.m. → Press 2, 3, 3, and 0.



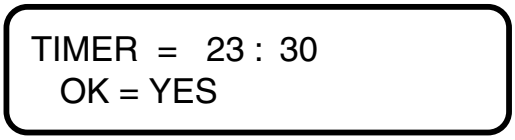
4503U39I

If you have entered a wrong number, press the Left Arrow key. This brings the cursor back one position. Now, enter the correct number.



4503UC4I

4 Check the time setting and, if it is correct, press the Yes key to validate the transmission time.
Example:

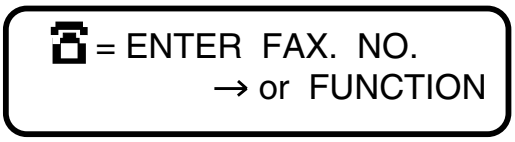


4258U123

4503UAI

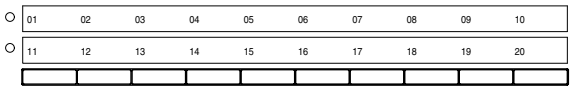
5 If you want to use other FUNCTION utilities in combination with Timer TX, press the Function key.
Note, however, that only the following three features can be used together with Timer TX.
• Broadcast ⇨ p. 4-3
• Mailbox TX ⇨ p. 4-14
• Polling RX ⇨ p. 4-24
For the setting the FUNCTION utilities to be used in combination with Timer TX, see the relevant pages dealing with those features in greater detail.

6 Specify the receiving destination to which you want to transmit the document by Timer TX.



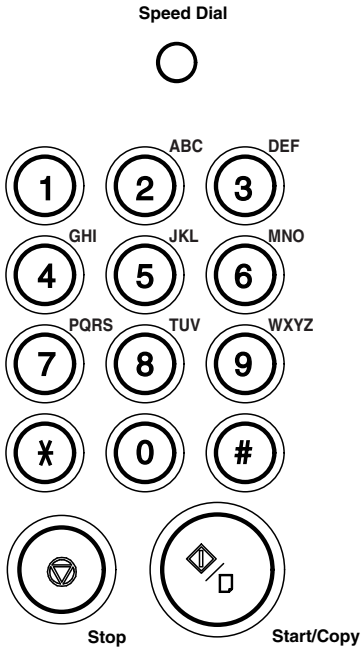
4258U051

For how to specify the destination, see "Dialing the Number" contained in Chapter 3.
One Touch key ⇨ p. 3-4



4503U34I

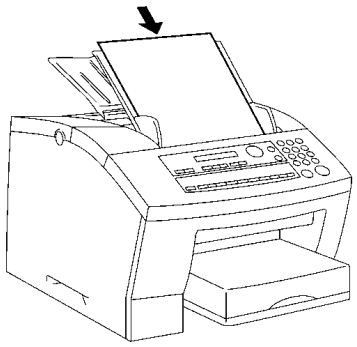
Speed Dial ⇨ p. 3-9
Combination Dial ⇨ p. 3-11
Phone Book ⇨ p. 3-13



4503U13I
4503U00I

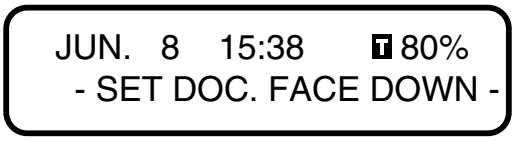
Numeric key Dialing ⇨ p. 3-5

7 When the receiving destination has been specified, the document placed on the Document Feeding Tray is fed in and the fax starts scanning it into memory.



4503U321

After scanning the document, the fax shows the initial screen on the Message Display, entering the standby state for Timer TX.



4503U427

When the set time arrives, the fax automatically transmits the document to the specified destination(s).

NOTE

- *All fax transmission functions can be used even while the fax is in the standby state for Timer TX.*
- *When you changed the contents of the destination registered for One Touch Dial and Speed Dial before starting the Timer transmission, the changed destination is deleted from the destinations to which you want to do the Timer transmission.*
  If you want to do the Timer transmission to the changed destination, you need to reset the Timer transmission again.

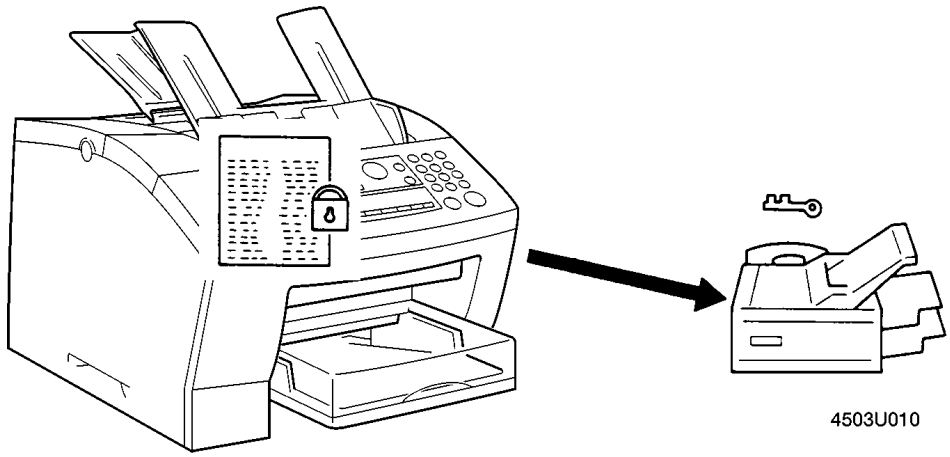
Example:

1. *To set the Broadcast by the Timer transmission*
   - *Transmission party: One Touch key 01, 02, 03*
   - *Setting of the transmission time: 23:00*
   - *Registration time: 12:00*
2. *To change the data of the One Touch key*
   - *Transmitting by One Touch key 01: Change the fax number of the destination.*
   - *Registration time: 15:00*
   - *Transmission party: One Touch key 02, 03*

   One Touch key 01 is automatically deleted from the Timer and Broadcast transmission.
3. *To reset the Timer transmission*
   - *Reset the new One Touch key 01 to the Timer transmission*
   - *Transmission party: One Touch key 01*
   - *Setting of the transmission time: 23:00*

Transmitting a Document Confidentially to a Particular Person (Mailbox TX)

Mailbox TX lets the fax transmit a document confidentially to a particular person. It is convenient when you want to send a confidential or private document to a particular person without allowing any other people to read it.
A mailbox transmission is initiated only after the ID entered on the transmitting end matches the mailbox ID on the receiving end. This ensures that a confidential document will not be transmitted to the wrong person.
The transmitted document is stored in the mailbox of the memory built in the receiving fax machine. Unless the receiving end reenters the previously programmed mailbox ID, it is unable to print the data stored in the built-in memory. This means that only the particular person or persons who know the mailbox ID at the receiving party can print the document.
The number of mailboxes:5



NOTE

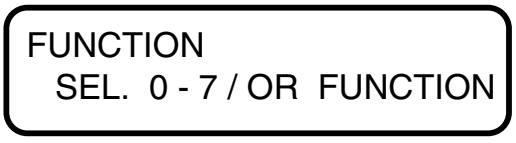
The following conditions must be met for Mailbox TX.

- *The fax on the receiving end is either MINOLTAFAX 1600e, 1600, 3500, 2500, 3700 and 2300.*
- *A mailbox ID has been previously programmed for the mailbox function of the fax machine on the receiving end.*
- *The transmitting party knows the mailbox ID of the receiving fax machine.*

1

- Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
- Make the necessary control panel settings and load the document (so that the document can be immediately transmitted).
- Press the Function key. ⇨ p. 4-2

4503U09I



4258U106

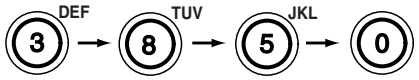
2 Press "4" of the Numeric key to select Mailbox TX.

4503UF4I

4503U415

3 Using the Numeric keys, enter the 4-digit mailbox ID.
The mailbox ID is the number programmed for the mailbox of the receiving fax machine.

4 Example: Mailbox ID → Press 3, 8, 5, and 0, in that order.

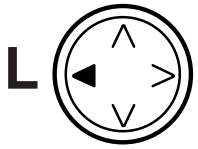


4503U40I

Example:

4258U126

If you have entered a wrong number, press the Left Arrow key. This brings the cursor back one position. Now, enter the correct number.

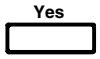


4503UC4I

NOTE

Contact the receiving party in advance to make sure of the correct mailbox ID.

5 Check the mailbox ID setting and, if it is correct, press the Yes key to validate the mailbox ID.

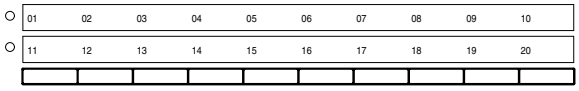


4503UAI

6 Specify the receiving party to which you want to transmit the document by Mailbox TX.

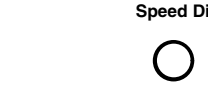
4258U128

For how to specify the destination, see "Dialing the Number" contained in Chapter 3.
One Touch Dial ⇨ p. 3-8

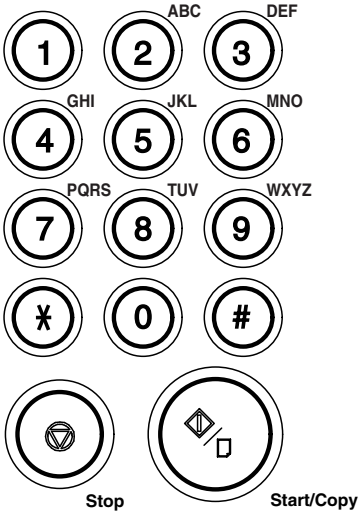


4503U34I

Speed Dial ⇨ p. 3-9
Combination Dial ⇨ p. 3-11
Phone Book ⇨ p. 3-13



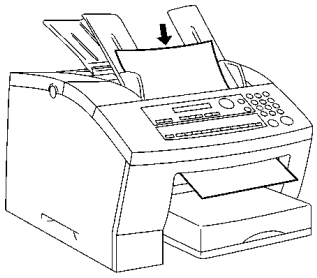
4503U13I



4503U00I

Numeric Key Dialing ⇨ p. 3-5

7 When the receiving destination has been specified, the document placed on the Document Feeding Tray is fed in and the fax starts the mailbox transmission.



4503U445

The fax may be unable to read the document if the memory volume becomes too small.
In this case, wait for the memory volume to increase or print out the document stored in memory to increase the memory volume.

Storing the transmission document in memory

Output the Memory Image Report.
Check the contents of the document and have it reread again. ⇨ *p. 9-8*

Storing the reception document in memory

Print out the received document according to the output of each document.

- Memory RX ⇨ p. 5-19
- Print Mailbox RX ⇨ p. 4-17

When the memory volume is used up during reading the document, the following display is shown.

```
MEM.  FULL / TX CANCEL
OK = YES    (TX=START)
```

4258U229

- *To transmit the partially read document to the destination, press the Start key to select TX. The partially read document is transmitted.*
- *To delete the partially read document, press the Yes key to select TX CANCEL. The partially read document is deleted. Recalling the document stored in memory, do the Memory transmission after increasing the memory volume.*
- *When nothing is selected for one minute after the display above is shown, the partially read document can be deleted automatically.*

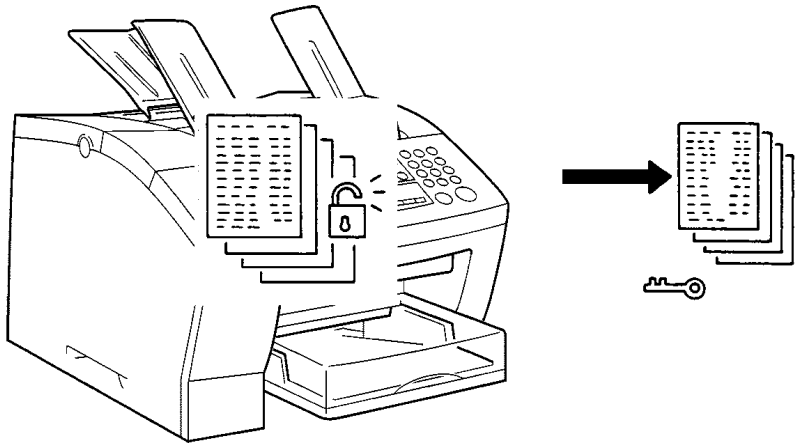
Printing the Document Transmitted by Mailbox TX (Print Mailbox RX)

Mailbox RX lets the fax receive and print a document from a particular person transmitted confidentially by Mailbox TX. It is convenient when you want to receive a confidential or private document from a particular person without letting any other people read it.

A mailbox transmission is initiated only after the ID entered on the transmitting end matches the mailbox ID on the receiving end. This ensures that a confidential document will not be transmitted to the wrong person.

The transmitted document is stored in the mailbox of the memory built in your fax machine. Unless you reenter the previously programmed mailbox ID, you are unable to print the data stored in the built-in memory. This means that only a particular person or persons who know the mailbox ID at your site can print the document.

The number of mailboxes:5



4503U448

NOTE

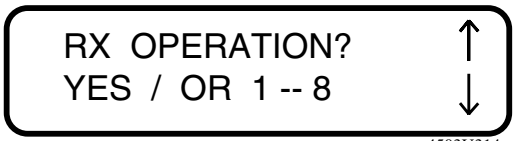
The following conditions must be met for Mailbox RX.

- *A mailbox ID has been previously programmed for the mailbox function of your fax machine.*
- *The other party knows the mailbox ID of your fax machine.*

Programming a Mailbox ID

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Set key four times. ⇨ p. 8-2

4503U84I



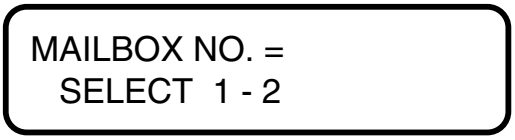
4503U314

2 Press "5" of the Numeric keys to select Confidential Mailbox.

4503UF5I

4503U417

3 Using the Numeric keys, select the mailbox number for which you want to program an ID.
Example:

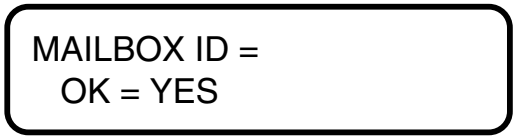


4503U418

Five IDs can be programmed for mailboxes number 1 to 5.
Example:
To program an ID for mailbox number 5
→ Press 5.

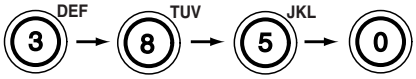
4503UF5I

4 Enter a 4-digit mailbox ID from the Numeric keys.
A mailbox ID is any number between 0000 and 9999.



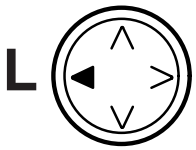
4258U126

Example: Mailbox ID → Press 3, 8, 5, and 0, in that order.



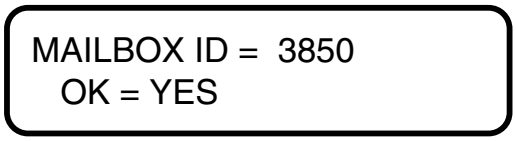
4503U40I

If you have entered a wrong number, press the Left Arrow key. This brings the cursor back one position. Now, enter the correct number.

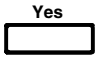


4503UC4I

5 Check the mailbox ID setting and, if it is correct, press the Yes key to validate the mailbox ID.
Example:



4258U127



4503UAI

6 If you register mailbox IDs consecutively, repeat the operation from step 2 above.

7 Press the No key.
The initial screen appears on the Message Display.

4503UBI

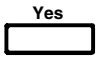
This completes the programming of a mailbox ID.

NOTE
Call and inform the other party of your mailbox ID before executing a mailbox reception.

Deleting a Mailbox ID

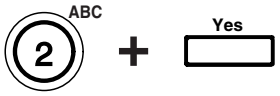
1 Check that "SET DOC. FACE DOWN" is shown.
Press the Set key four times.
Press 5 of the Numeric keys to select MAIL BOX (So far, it is the same operation as step 1 and 2 for "Programming a Mailbox ID.")

2 Select a Mailbox number to delete with the Numeric keys.
Press the Yes key.



4503UAI

Example:
Delete ID of number 2 of Mailbox.



4503U449

```
REGISTERED!          KEEP?
OK = YES ( DEL = NO )
```

4258U283

3 To delete a registered ID, press the NO key to select [DEL].

4503UBI

```
OLD M-BOX 2  ID =
OK = YES
```

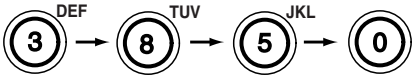
4503U419

When you don't want to change a registered ID, press the Yes key to select [KEEP].
The display returns to the display of step 2.

4503UAI

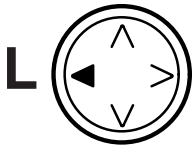
4 Of the currently registered IDs, enter an ID you want to delete with the Numeric keys. (If you don't know the ID, you cannot delete the ID.)

5 Example:
Delete ID (3850) of number 2 of Mailbox.



4503U40I

If a wrong number has been entered, press the Left Arrow key.



4503UC4I

The cursor position moves back one position.
Enter the correct number again.

6 Press the Yes key.

4503UAI

If the entered number corresponds with an ID, that ID is deleted.

```
* MAILBOX  2  DELETED*
```

4503U420

The display returns to the display of step 2.

```
MAILBOX NO. =
  SELECT  1 - 2
```

4503U418

7 If the entered number does not correspond with an ID, an ID cannot be deleted.

```
* WRONG ID NUMBER*
```

4258U301

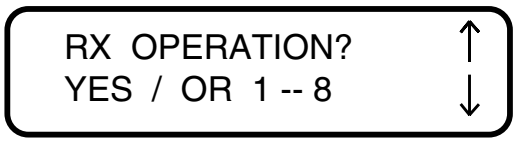
The display returns to the display of step 3.

8 Press the NO key.

```
STOP SETTING
YES  /  CONTINUE = NO
```

4258U302

Press the Yes key.



4503U314

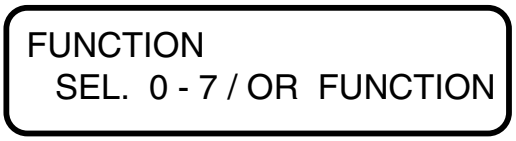
Press the NO key.
The display returns to the initial display.

Printing the Mailbox Document

1 Your fax rings notifying that a call is being received.
The Message Display now shows that a document has been received by Mailbox RX.

4503U421

2 Press the Function key. ⇨ p. 4-2



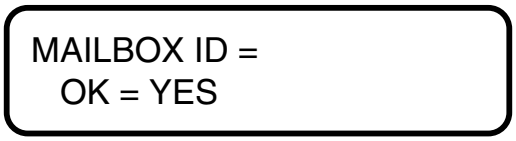
4258U106

3 Press "5" of the Numeric keys to select Print Mailbox RX.

4503UF5I

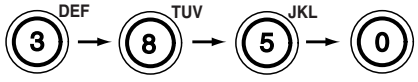
4503U422

4 Using the Numeric keys, enter the 4-digit mailbox ID which has previously been programmed for the mailbox involved and which has been given to the other party.



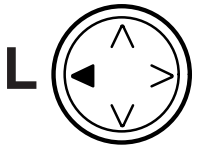
4258U126

Example: Mailbox ID → Press 3, 8, 5, and 0, in that order.



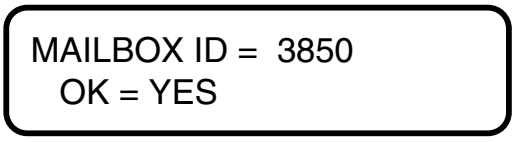
4503U40I

5 If you have entered a wrong number, press the Left Arrow key. This brings the cursor back one position. Now, enter the correct number.



4503UC4I

6 Check the mailbox ID and, if it is correct, press the Yes key to validate the mailbox ID.
Example:

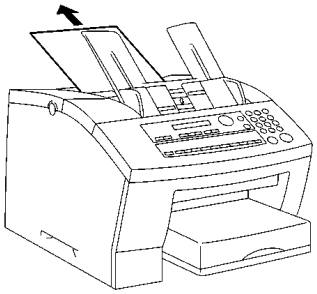


4258U127

4503UAI

Your fax starts printing the document if the mailbox ID matches the ID which the other party has specified.

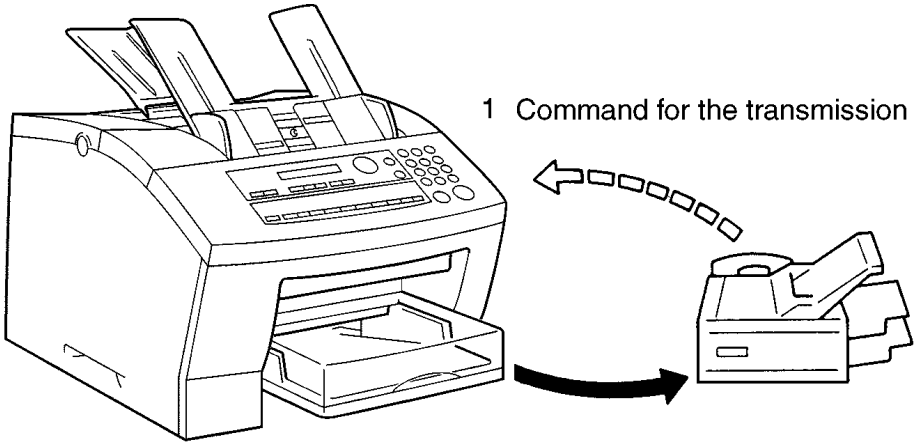
4503U423



4503U449

Letting the Other Party Execute the Transmission of Your Document (Polling TX)

Polling TX lets the other party give a command to transmit a document to that party which has been put in the standby state.



4503U450

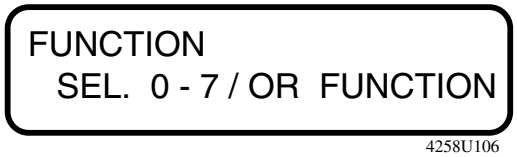
Polling TX can be either one of the following two modes.

- Single mode:
  When in this mode, you place your document on the Document Feeding Tray and wait for a transmission command from the other party. When the document is transmitted upon receipt of a transmission command from the other party, the document is fed out. This mode is used when there is only one party involved that polls you for transmission of a document. It is also used when the memory still available for use is small.
- Multi mode:
  When in this mode, the fax scans the document to be transmitted into memory and goes into standby mode waiting for a transmission command from the other party. Even after the document has been transmitted, the memory retains the contents of the document so that the fax can transmit the same document on receipt of another transmission command from another party. This mode is used when there will be more than one party which will poll for transmission of a document.

1

- Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
- Make the necessary control panel settings and load the document (so that the document can be immediately transmitted).
- Press the Function key. ⇨ p. 4-2

4503U09I



4258U106

2 Press "6" of the Numeric keys to select Polling TX.

4503UF6I

4503U426

3 Using the Left or Right Arrow key, select the desired polling mode, either Single or Multi.

4258U133

4503UC7I

Check the setting you have made and, if it is correct, press the Yes key to validate the polling mode.

4503UAI

For Single Mode

The display changes to indicate that the fax is in a standby state waiting for polling. Example:

4258U134

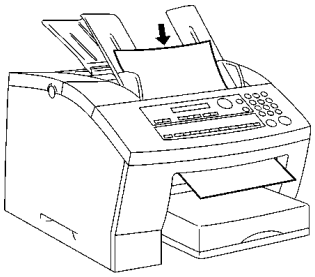
When doing the Polling transmission by Direct transmission, do not remove a document in the standby state from the Document Feeding Tray. If the tray is left unloaded for 10 sec. or longer, Polling TX is automatically canceled.
When doing a Polling transmission by Direct transmission, and in the standby state of the Polling transmission, you cannot transmit another document using the Document Feeding Tray.

NOTE

- *When doing the Polling transmission by Direct transmission, the fax waits for directions for the Polling transmission while the document remains loaded on the Document Feeding Tray.*
- *When doing the Polling transmission by Memory transmission, the fax waits for directions from the Polling transmission after reading the document into memory.*

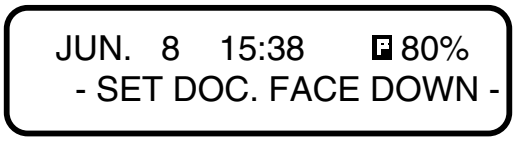
For Multi Mode

1 The fax starts feeding the document placed on the Document Feeding Tray to scan its data.



4503U445

After scanning the data, the initial screen indicates that the fax is waiting for polling.

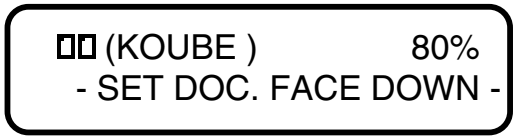


4503U433

2 Your fax rings indicating that a call is being received. Then, a screen appears that tells you that a party is polling for transmission of your document.
Example: Multi mode polling

4503U428

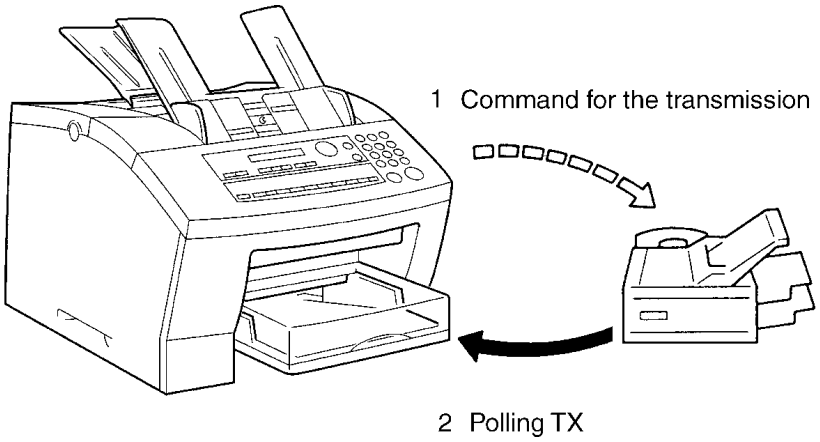
3 A new screen appears and the fax starts the polling transmission.
Example:



4503U429

Controlling the Transmission of a Document from Another Party (Polling RX)

Polling RX starts from your end, the transmission of a document that has been put in the ready state at the other party's end, to receive that document at your end.
You can poll up to 100 parties by a single operation. The feature is used to receive fax data transmission services.

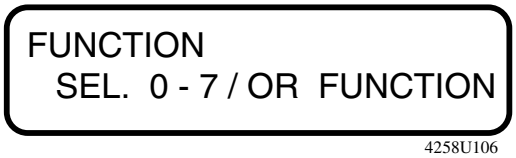


4503U451

The other party must be ready for polling transmission before you can receive a document by Polling RX.

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Function key. ⇨ p. 4-2

4503U09I



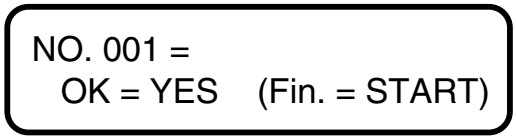
4258U106

2 Press "7" of the Numeric key to select Polling RX.

4503UF7I

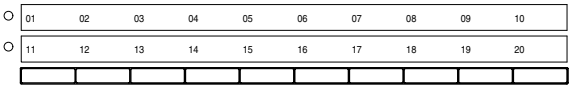
4503U430

3 Specify the party you want to poll.



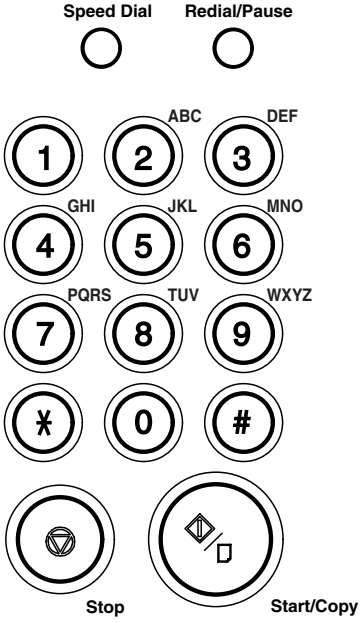
4258U308

The party can be specified using One Touch Dial, Speed Dial, Combination Dial or Phone Book.
⇨ pp. 3-7, 3-9~13



4503U34I

A party which has not been programmed for any of these features may be entered from the Numeric keys. ⇨ p. 3-5



4503U452

4503U00I

Specifying the Parties Using One Touch Keys

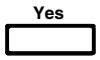
1 Press the One Touch key in which the party you want to poll has been programmed.
Example:
To specify One Touch key 04 (Sapporo) for Polling RX 001:
Press One Touch key 04.

4503UO4

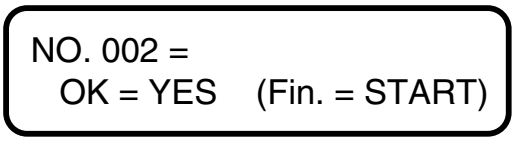
The Message Display shows the party programmed in One Touch key 04, indicating that it has been specified for Polling RX 001.

4503U404

2 Press the Yes key if the party has been correctly specified.
The Message Display now prompts you to specify the next party you poll.



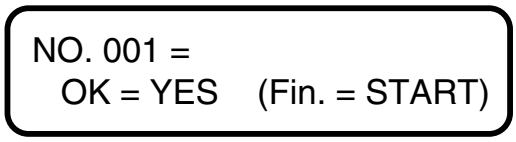
4503UAI



4258U307

To change the party specified, press the No key.
The screen shown prior to setting reappears.

4503UBI



4258U308

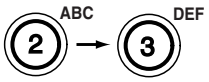
If you want to continue specifying the parties using the One Touch keys, repeat steps 1 and 2.

Specifying the Parties Using Speed Dial

1 • Press the Speed Dial key.:

4503U13I

• From the Numeric keys, enter the Speed Dial number in which the party you want to poll has been programmed.
Example:
To specify Speed Dial 23 (Yokohama) for Polling RX 001:
Press "2" and "3" of the Numeric keys.



4503U37I

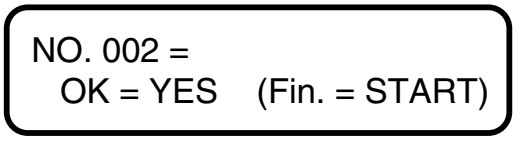
• The Message Display shows the party programmed in Speed Dial 23, indicating that it has been specified for Polling RX 001.

Example:

4503U405

2 Press the Yes key if the party has been correctly specified.
The Message Display now prompts you to specify the next party you want to poll.

4503UAI



4258U307

To change the party specified, press the No key.

The screen shown prior to setting reappears.

4503UBI

If you want to continue specifying the parties using Speed Dial, repeat steps 1 and 2.

Specifying the Parties Using Phone Book (List)

1 Search for the party you want to poll through List of Phone Book.
Example:
To specify the party (Osaka) listed in the Phone Book for Polling RX 001:
Press the Speed Dial key.

4503U13I

Press the Up Arrow key.

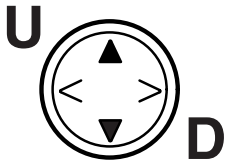
4503UC1I

2 Check that List is selected, then press the Yes key.

4258U092

4503UAI

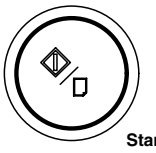
3 Using the Up and Down Arrow keys, search for the party you want to poll.



4503UC3I

4503U310

4 Press the Start key.



4503U16I

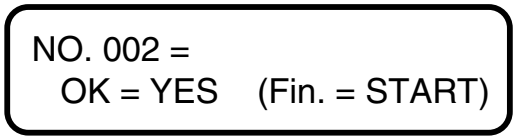
The Message Display now shows the party you found, indicating that it has been specified for Polling RX 001.
Example:

4503U406

5 Press the Yes key if the party has been correctly specified.

4503UAI

The Message Display now prompts you to specify the next party you want to poll.



4258U307

To change the party specified, press the No key.
The screen shown prior to setting reappears.

4503UBI

If you want to continue specifying the parties using Phone Book, repeat steps from 1 through 5.

Specifying the Parties Using Phone Book (Search)

1 Search for the party you want to poll by using Search of Phone Book.
Example:
To specify the party (Japan) listed in the Phone Book for Polling RX 001:
Press the Speed Dial key.

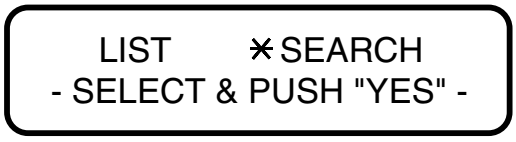
4503U13I

Press the Up Arrow key.

4503UC1I

2 Press the Right Arrow key to select Search. Then, press the Yes key.

4503U442



4258U094

3 Using the One Touch keys and Arrow keys, enter the name or initial of the party you want to reach.

Selecting Characters
Using the following matrix, enter the characters of the name or initial by pressing the corresponding Numeric keys and One Touch keys a required number of times.

Selecting Characters

Numeric Key	1	2	3	4	5	6	7	8	9	0
Push Once	1	2	3	4	5	6	7	8	9	0
Twice		A	D	G	J	M	P	T	W	
3 Times		B	E	H	K	N	Q	U	X	
4 "		C	F	I	L	O	R	V	Y	
5 "							S		Z	

Symbols

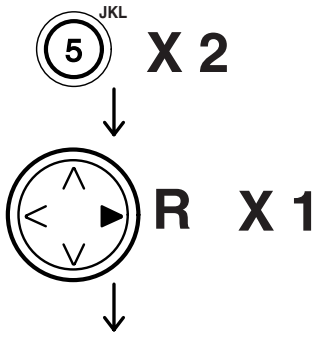
Numeric Key	#	Numeric Key	#	Numeric Key	#
Push Once	&	Push 9 Times	.	Push 17 Times	$
Twice	#	10 "	,	18 "	:
3 Times	*	11 "	!	19 "	;
4 "	-	12 "	+	20 "	@
5 "	/	13 "	=	21 "	%
6 "	(	14 "	<	22 "	[
7 "	)	15 "	>	23 "	]
8 "	"	16 "	?	24 "	Õ

Space / Delete

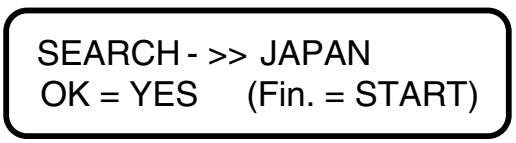
One-Touch Key	OT9 and OT19	OT10 and OT20
	SPACE	DELETE

4503U223

Example: Japan



4503U443



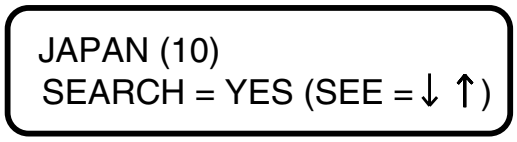
4503U407

4 Press the Yes key.

4503UAI

The fax now searches for the exact name or possible names beginning with the initial entered.

5 Example:
Search for the destination name having JAPAN at the beginning of the name.
→ Searching ten destinations



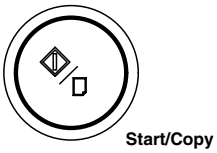
4503I313

6 Using the Up and Down arrow keys, locate the party you want.

4503UC33I

4503U318

7 Press the Start key.



4503U16I

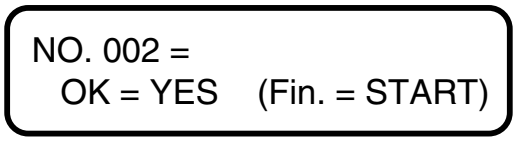
The Message Display now shows the party you found, indicating that it has been specified for Polling RX 001.

4503U512

8 Press the Yes key if the party has been correctly specified.

4503UAI

The Message Display now prompts you to specify the next party you want to poll.



4258U307

To change the party specified, press the No key. The screen shown prior to setting reappears.
If you want to continue specifying the parties using Phone Book, repeat steps from 1 through 8.

Specifying the Destination with the Numeric keys

1 Receive a document from a destination which has not been registered.
(Example)
Specify the destination (fax number 0354237801) for POLLING RX [001] which has not been registered in memory.
Enter the fax number of the destination with the Numeric keys.

4503U38I

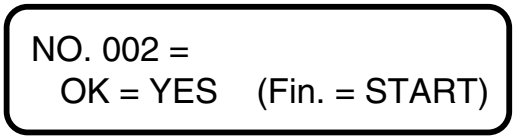
Enter the following in the same way.

4258U288

2 Receive a document from the PC connected to the destination inputted.
To input "Selective Polling," press the Up Arrow Keys twice.
The display shows "\" meaning that the input of "Selective Polling" is ready.
If the specified destination is correct, press the Yes key.

4503UAI

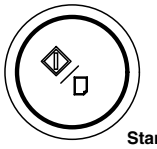
The display is changed to the next destination specifying display.



4258U307

When you want to change the specified destination, press the NO key. The display returns to the previous display.
To continue specifying fax numbers with the Numeric keys, repeat the operation for step 1 and 2.

3 When all the parties have been specified, press the Start key.



4503U16I

Example:

```
CHECK  DESTINATIONS?
  OK = YES    (TX = START)
```

4258U313

Checking the Specified Parties You Poll

1 The parties you have specified can be checked to make doubly certain that you have done the job correctly.

```
CHECK  DESTINATIONS?
  OK = YES    (RX = START)
```

4258U324

- To check, press the Yes key.
- If you want to skip checking for the parties, press the Start key, which immediately starts the Polling RX procedure.

2 Checking the Parties Specified:
Press the Yes key.
The Message Display first shows the party specified for 001.

4503UAI

```
NO. 001 = SAPPORO
  OK = YES          (DEL = NO)
```

4503U409

3 If the party has been correctly specified, press the Yes key.
Then, the Message Display shows the next party specified.

4503UAI

```
NO. 002 = FUKUOKA
 OK = YES    (DEL = NO)
```

4503U412

4 If you find that you have specified a wrong party or if you want to delete a particular party, press the No key.

4503UBI

The Message Display shows for several seconds that the specified party has been deleted.
Example:

```
* NO. 001   DELETED *
```

4258U118

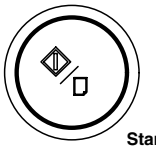
5 The Message Display shows the next party specified.
When one party is deleted, the Polling RX number is advanced by one.

```
NO. 001 = FUKUOKA
  OK = YES          (DEL = NO)
```

4503U410

Repeat steps 2 through 5 to check for the parties specified.

6 When you have completed checking for the parties you poll, press the Start key.



4503U16I

- The specified parties are sequentially polled for Polling RX.

Example:

4503U411

- If Reserv. Report of Reporting available from the SET utilities has been set to ON, the fax prints a Polling Reservation Report before it executes the polling sequence.
⇨ pp. 9-1, 9-10

When there are plural parties, the fax prints an RX Result Report, where an error is detected or not, after the completion of Polling Rx.
When there is only one party, the fax prints an RX Results Report only when an error is detected.
a TX/RX Result Report.
⇨ pp. 9-3, 9-5
Go through the report and retry polling for those parties from which the document was not received.

7 **If the Line is Busy:**
If the line of a party is busy and the fax is unable to receive the document, that party is put at the end of the polling sequence.
This party is polled again after the fax has completed polling for all other parties.

8 **If Your Fax Failed in Reception:**
If reception fails, a buzzer sounds intermittently for 2 sec. and the Error Indicator lights up.

4503U3AI

On completing the reception of the document from all the specified parties, the fax then prints a TX/RX Result Report. For details, see "TX/RX Result Report."
⇨ pp. 9-3, 9-5

4503U309

Press the Stop key.

4503U17I

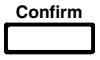
Retry Polling RX.

Canceling A Transmission Reservation (Cancel Reservation)

Cancel Reservation cancels a transmission reservation for a document previously stored in memory for Timer TX, Broadcast TX, and Polling TX.

Checking the Documents Reserved for Transmission

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Confirm key.



4503U07I

4258U100

2 Check that Report is selected.
If Report is not selected, press the Right Arrow key to select it.

4503UC3I

Press the Yes key.

4503UAI

3 Press the Confirm key four times.
The message "Memory Data List" appears.

4503U74I

4258U138

4 Press the Yes key.

4503UAI

The fax prints a Memory Data List.
Go over the list and identify the documents reserved for transmission and the particular FUNCTION features specified.

MEMORY DATA LIST

JOB	TIMER	FUNCTION	NO.	DESTINATION STATION	PAGE
01	14 : 30	BROADCAST	1	SP-02 OSAKA	12
			2	SP-03 TOKYO SUB : 12345678901234567890	
			3	SP-10 KYOTO	
			4	OP 0061P 044 989 6379	
			5	OP 0061P 0798 73 1491	
02		TX		SP-33 USER 1	3

4503U909

Print a Memory Image Print if you want to check for the contents of a particular document reserved.
Example:

4503U454

MEMORY IMAGE PRINT

FUNCTION	NO.	DESITINATION STATION	DATE	TIMER	PAGE	MODE
BROADCAST	1	OSAKA	OCT. 26	20 : 02	3	SF
	2	TOKYO SUB : 12345678901234567890				

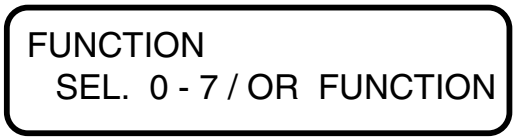
4503U922

For details of the print out and the printing procedure, see Chapter 9 "Printing Reports."
➪ pp. 9-1, 9-8

Canceling the Document Reserved for Transmission

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display, then press the Function key. ⇨ p. 4-2

4503U09I



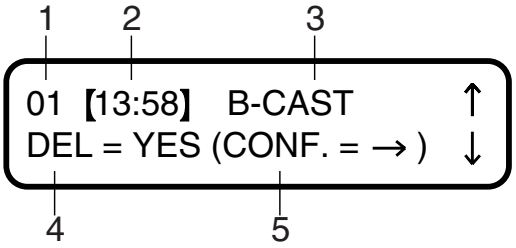
4258U106

2 Press "0" of the Numeric keys to select Cancel Reservation.

4503UF0I

4503U431

The document data display consists of the following five items.



4503U456

1 Ref. No.

2 Communication Start Time

3 Communication Type

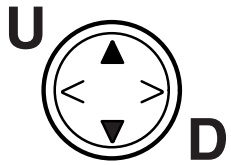
4 Delete:
Press Yes to delete the document.

5 Confirm:
Shown if there is other data available you can refer to other than the current display (Broadcast, Polling, etc.).

Press the Right Arrow key to change the display.

Legends for Communication Type
- B-CAST: Broadcast
- M.B.: Mailbox
- POLL: Polling

3 Using the Up or Down Arrow key, select the document to be canceled.



4503U12UDI

Example:

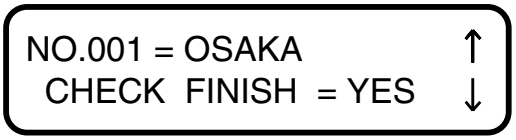
4258U143

If CONF. is Shown

1 Press the Right Arrow key.
This changes the display.

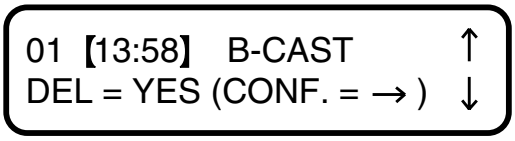
4503UC3I

Example:



4503U432

2 Press the Yes key.

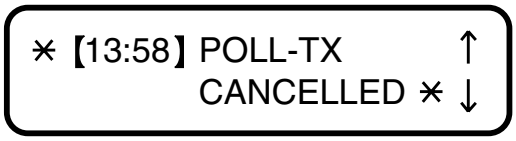


4503U458

3 Make sure that you want to cancel the document's transmission, then press the Yes key.

4503UAI

The document has been canceled for reservation.
Example:



4503U457

If the document is not what you want to cancel, press the No key.

4503UBI

Chapter 5

Using the Enhanced Utilities 2 (SET Utilities for Dialing and Transmission/Reception)

This chapter explains about using the enhanced utilities provided by your fax, particularly the SET utilities.

Using the SET Utilities

Overview of the SET Utilities

List of SET Utilities

The SET utilities refer to the functions for which you can change the settings to suit your particular operating needs. There are a total of 35 features available in the SET utilities, classified under nine major groups as detailed below.

This chapter details eight out of the total 35 features which are classified under the groups of Dial Registration, TX Operation, and RX Operation. These are the most frequently used features.
For other features, see Chapter 8 "Setting the SET Utilities." ⇨ p. 8-1

GROUP	SETTING ITEM	DETAIL
1. DIAL REGISTRATION	1. ONE-TOUCH DIAL	ONE TOUCH DIAL
	2. SPEED DIAL	SPEED DIAL
	3. GROUP DIAL	GROUP DIAL
	4. PROGRAM DIAL	PROGRAM DIAL
2. SCANNING & PRINTING	1. RESOLUTION	STANDARD / FINE / SUPER FINE / HALF TONE
	2. SCAN CONTRAST	DARK to LIGHT (5 steps)
	3. I / T SEP.	ON / OFF
	4. PRINT DENSITY	DARK to LIGHT (7 steps)
	5. REC. PAPER SIZE	A4 / LETTER/ LEGAL
3. TX OPERATION	1. PAGE COUNT TX	ON / OFF
	2. PASSWORD TX	ON / OFF
	3. HEADER	ON / OFF
4. RX OPERATION	1. MEMORY RX MODE	ON (TIME and PASSWORD) / OFF (PASSWORD)
	2. NO. OF RINGS	1 to 16
	3. MULTI PAGE PRINT	ON / ON (SORT) / OFF
	4. REDUCTION RX	ON / OFF
	5. MAILBOX	ID NO.
	6. PASSWORD RX	ON / OFF
	7. FOOTER	ON / OFF
	8. MANUAL RX	ON / OFF
5. MACHINE OPERATION	1. POWER SAVE MODE	OFF / TIMER (ON TIME and OFF TIME)
	2. LCD CONTRAST	DARK to LIGHT (7 steps)
	3. TONE / PULSE	TONE / PULSE (10pps / 20pps)
	4. BUZZER VOLUME	HI / LOW / OFF
	5. G3 ECM	ON / OFF
6. REPORTING	1. ACTIVITY REP.	ON / OFF
	2. RESERV. REPORT	ON / OFF
	3. TX / RX RESULT REP.	ON / OFF
7. INITIAL USER DATA	1. DATE & TIME	DATE & TIME
	2. USER FAX NO.	USER FAX NO.
	3. USER NAME	USER NAME
	4. USER PASSWORD	USER PASSWORD
8. PC INTER FACE	1. PC MODE	OFF / TX / TX/RX
	2. NUMBER OF PC RINGS?	1 to 16
	3. PC BAUD RATE	AUTO / 19200 / 9600 / 4800 / 2400 / 300

Outline of Major Features

1. Dial Registration

3. Group Dial ⇨ p. 5-4
Destinations registered in One-Touch Dial Keys, Speed Dial Keys and the Phone Book can be registered together as a Group in a Group Dial Key. This feature then allows you to transmit a document to all destinations in one group with a single operation. If you frequently send the same document to multiple destinations, register these destinations into a Group Dial Key. Up to four Groups can be registered.

4. Program Dial ⇨ p. 5-13
Several transmission functions can be pre-programmed in some of the One Touch keys. This allows a multiple step operation to be registered in a single key. For example, a single key can be set up to Broadcast to designated locations at a preset time. This reduces the time necessary for jobs which are frequently repeated.

3. TX Operation

2. Password TX ⇨ p. 5-16
Limits the parties to which you can transmit a document to only those registered for One Touch Dial, Speed Dial, and Phone Book. When this feature is turned ON, you can no longer transmit a document to any party which has not been registered for One Touch Dial, Speed Dial, or Phone Book. This provides a means of controlling fax communication.

3. Header ⇨ p. 5-17
Sends the receiving destination your name, fax number, and other data for a document transmitted. This information is printed at the top of each page. This lets the receiving party identify where the document came from, when it came in and how many pages it was.

4. RX Operation

1. Memory RX Mode ⇨ p. 5-19
Stores the contents of a document received into memory. The document is not printed unless the fax receives a print command which may be a timer or password. The timer print command causes the fax to start printing the document stored in memory when the specified time arrives. The password print command, on the other hand, causes the fax to start printing when a password is input. This feature provides a means of controlling the documents received through the fax.

3. Multi Page Print ⇨ p. 5-23
Prints multiple copies of a received document automatically. This feature eliminates the need for making copies of the document after printing.

6. Password RX ⇨ p. 5-25
Limits the parties from which you can receive a document to only those registered for One Touch Dial, Speed Dial, and Phone Book. When this feature is turned ON, you can no longer receive a document from any party which has not been registered for One Touch Dial, Speed Dial, or Phone Book. This provides a means of controlling reception of documents through the fax machine.

7. Footer ⇨ p. 5-26
Prints on each page of the received document the name, date, time, communication number and page number of the received document. By printing an Activity Report using the Communication number, you can identify where the document came from. This feature provides a means of controlling reception of documents through the fax machine.

Setting the SET Utilities

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display. (Example)

4503U229

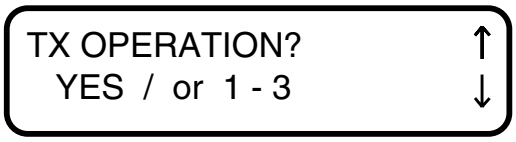
2 Press the Set key as many times as required to select the particular group.
The display now prompts you to select a particular feature available under that group.

SET KEY	GROUP
Set X 1	DIAL REGISTRATION
Set X 2	SCANNING & PRINTING
Set X 3	TX OPERATION
Set X 4	RX OPERATION
Set X 5	MACHINE OPERATION
Set X 6	REPORTING
Set X 7	INITIAL USER DATA
Set X 8	PC I / F

4503U520

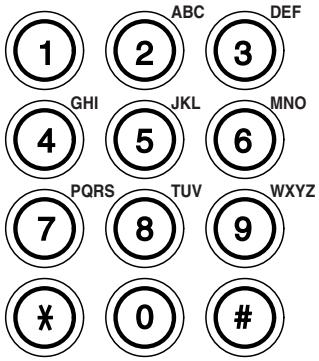
Example: Select TX Operation. → Press the Set key three times.

4503U83I



4503U502

3 Using the Numeric keys, select the feature you want to make a setting for.



4503U15I

3. TX OPERATION,	1. PAGE COUNT TX
	2. PASSWORD TX
	3. HEADER

Example: To select Header → Press "3."

4503UF3I

4503U517

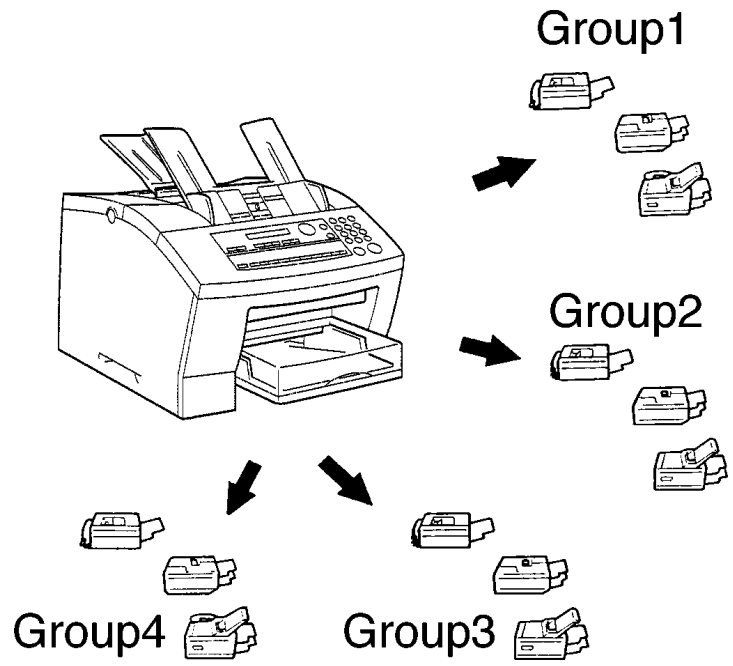
4 For each feature, make the necessary settings as desired.

Transmitting a Document to Parties in a Group (Group Dial)

Destinations registered for One Touch Dial, Speed Dial, and Phone Book can be registered as a Group in a Group Dial. Up to 4 Groups can be registered. Each Group can contain up to 100 destinations. For this registration, Combination Dial can be used.

If you frequently send the same document to multiple destinations, register these destinations in a Group Dial to enable transmission to the entire Group using a single key.

The One Touch keys that can be used for Group Dial are 17,18,19, and 20.



4503U523

NOTE
Registering a Group Dial into a One Touch key in which One Touch Dial or Program Dial or another Group Dial has previously been assigned overwrites the original data.

Registering for Group Dial

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display. Press the Set key. ⇨ p. 5-3

4503U08I

The display changes to the Dial Registration mode.

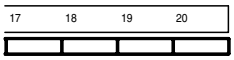
4503U230

2 Press "3" of the Numeric keys.

4503UF3I

4258U152

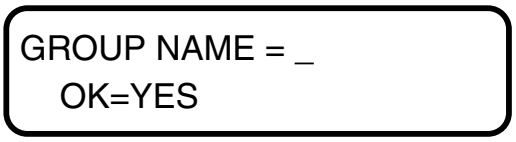
3 Press the One Touch keys 17, 18, 19, or 20, whichever you want to program the group in.



4503U524

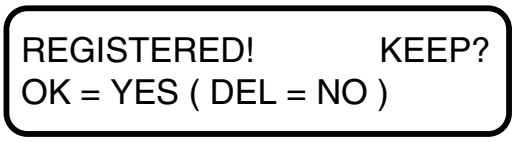
Example: Using the One Touch key 17

4503U017



4258U289

4 If a Group has already been registered for the One Touch key, the following display is shown.



4258U283

To correct or delete the registered contents, press the NO key to select [EDIT/DELETE].

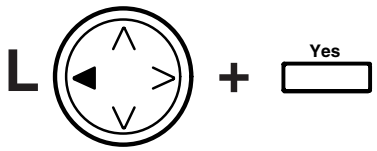
4503UBI

4258U284

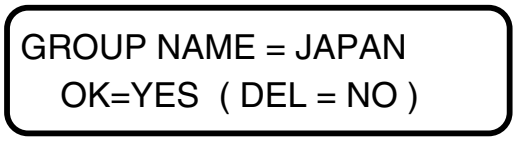
When you don't want to change the registered contents, press the Yes key to select [KEEP]. The display returns to the display of step 3.

4503UAI

5 To correct the registered contents, press the Left Arrow key to select [EDIT] and press the Yes key.



4503U538



4503U505

When you want to delete the registered contents, press the Right Arrow key to select [DELETE] and press the Yes key.

4503UC3I

The Group registered for One Touch Dial is deleted and the display is changed.

6

GROUP NAME = _
OK=YES

4258U289

To correct the registered name, press the NO key to delete the name you want to correct.

7 Using the One Touch keys and Arrow keys, enter the name of the group. A name can consist of up to 32 characters.

Selecting Characters
Using the following matrix, enter the characters of the name or initial by pressing the corresponding Numeric keys and One Touch keys the required number of times.

Selecting Characters

Numeric Key	1	2	3	4	5	6	7	8	9	0
Push Once	1	2	3	4	5	6	7	8	9	0
Twice		A	D	G	J	M	P	T	W	
3 Times		B	E	H	K	N	Q	U	X	
4 "		C	F	I	L	O	R	V	Y	
5 "							S		Z	

Symbols

Numeric Key	#	Numeric Key	#	Numeric Key	#
Push Once	&	Push 9 Times	.	Push 17 Times	$
Twice	#	10 "	,	18 "	:
3 Times	*	11 "	!	19 "	;
4 "	-	12 "	+	20 "	@
5 "	/	13 "	=	21 "	%
6 "	(	14 "	<	22 "	[
7 "	)	15 "	>	23 "	]
8 "	"	16 "	?	24 "	Õ

Space / Delete

One-Touch Key	OT9 and OT19	OT10 and OT20
	SPACE	DELETE

4503U223

Example: JAPAN

4503UF52

Do the same for the Group name you want to register.

GROUP NAME = JAPAN
OK=YES (DEL = NO)

4503U505

8 If a wrong name has been entered, press One Touch key [10] or [20].
The cursor position moves back one position. Enter the correct name again.

4503U227

9 Check the group name entered and, if it is correct, press the Yes key to validate the group name setting.

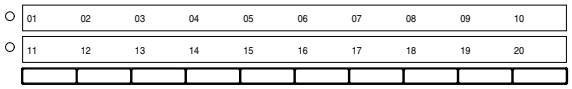
4503UAI

10 Specify the parties you want to register into that group.

NO.001=

4258U155

One Touch Dial, Speed Dial, or Phone Book may be used to select the destinations.



4503U34I

Speed Dial

4503U13I

If the destination has already been registered, the following display is shown.

NO. 001 = SAPPORO
OK = YES (DEL = NO)

4503U506

- To delete the registered destination Press the NO key to select [DELETE]. To keep the registered destination, press the Yes key to select [OK].

The following procedures explain how to specify parties by each Dialing method.

11 Specifying the Parties Using One Touch Dial

Press the One Touch key which is registered with the destination you want to register for Group Dial.

Example: To specify One Touch Dial 04 (Sapporo) for Group Dial 01:

Press One Touch key:

4503UO4I

- The Message Display shows the party registered in One Touch key 04, indicating that it has been selected for Group Dial 01.

4503U507

12

Press the Yes key if the party has been correctly specified.

The Message Display now prompts you to specify the next party.

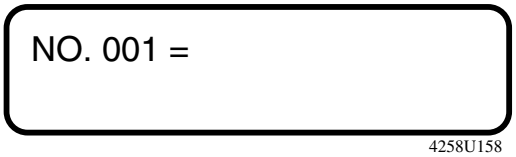
4503UAI

4258U157

If you have selected an incorrect destination, press the NO key.

This destination will not be included in the Group Dial and step 10 will reappear.

4503UBI



4258U158

If you want to continue selecting additional destinations using One Touch Dial, repeat steps 11 and 12.

13 Selecting the Parties Using Speed Dial

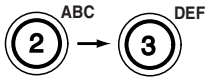
- Press the Speed Dial key.

4503U13I

- From the Numeric keys, enter the Speed Dial number which is registered with the destination you want to register for Group Dial.

Example: To specify Speed Dial 23 (Yokohama) for Group Dial 01:

Press "2" and "3" of the Numeric keys.



4503U37I

The Message Display shows the party registered in Speed Dial 23, indicating that it has been selected for Group Dial 01.

4503U508

14

Press the Yes key if the party has been correctly selected.

The Message Display now prompts you to select the next party.

4503UAI

4258U157

If you have selected an incorrect destination, press the NO key.

4503UBI

If you want to continue selecting destinations for Group Dial using Speed Dial, repeat steps 13 and 14.

15 **Selecting Destinations Using Phone Book (List)**

Search for the party you want for Group Dial in the Phone Book List.

Example: To select the destination (Osaka) listed in the Phone Book for Group Dial 01:

Press the Speed Dial key.

4503U13I

Press the Up Arrow key.

4503UC1I

16 Check that List is selected, then press the Yes key.

4258U092

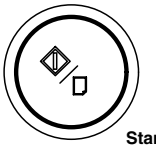
17 Using the Up and Down Arrow keys, search for the destination you want.

4503UC33

4503U310

18 Press the Start key.

The Message Display now shows the destination you select, indicating that it has been specified for Group Dial 01.



4503U16I

4503U509

19 Press the Yes key if the party has been correctly selected.

The Message Display now prompts you to select the next party.

4503UAI

4258U157

If you have selected an incorrect destination. press the NO key.

4503UBI

If you want to continue selecting destinations using Phone Book, repeat steps 15 through 19.

20 Selecting Destinations Using Phone Book (Search)

Search for the party you want for Group Dial by using the Search of Phone Book.

Example: To select the party (Japan) listed in the Phone Book for Group Dial 01:

Press the Speed Dial key.

4503U13I

Press the Up Arrow key.

4503UC1I

21 Press the Right Arrow key to select Search. Then, press the Yes key.

4503U324

4258U094

22 Using the One Touch keys and Arrow keys, enter the name or initial of the destination you want to search for.

Selecting Characters

Using the following matrix, enter the characters of the name or initial by pressing the corresponding Numeric keys and One Touch keys the required number of times.

Selecting Characters

Numeric Key	1	2	3	4	5	6	7	8	9	0
Push Once	1	2	3	4	5	6	7	8	9	0
Twice		A	D	G	J	M	P	T	W	
3 Times		B	E	H	K	N	Q	U	X	
4 "		C	F	I	L	O	R	V	Y	
5 "							S		Z	

Symbols

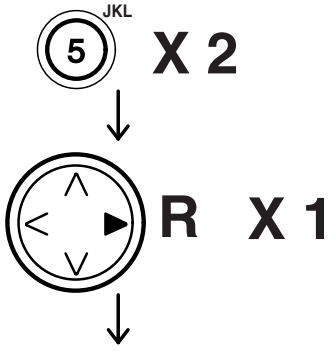
Numeric Key	#	Numeric Key	#	Numeric Key	#
Push Once	&	Push 9 Times	.	Push 17 Times	$
Twice	#	10 "	,	18 "	:
3 Times	*	11 "	!	19 "	;
4 "	-	12 "	+	20 "	@
5 "	/	13 "	=	21 "	%
6 "	(	14 "	<	22 "	[
7 "	)	15 "	>	23 "	]
8 "	"	16 "	?	24 "	Õ

Space / Delete

One-Touch Key	OT9 and OT19	OT10 and OT20
	SPACE	DELETE

4503U223

Example: JAPAN

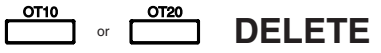


4503U443

Do the same for the destination you want to search for.

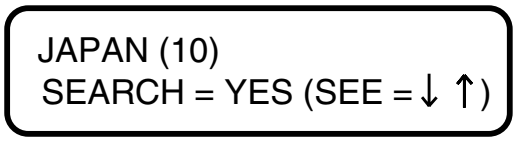
4503U407

23 If a wrong name has been entered, press One Touch key 10 or 20. The cursor position moves back one position. Enter the correct name again.



4503U227

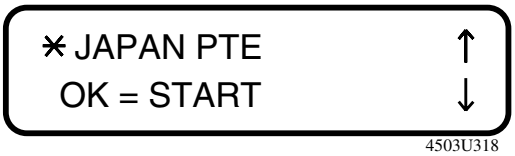
24 Press the Yes key.
The fax now searches for the exact name or possible names beginning with the name or initial entered.
Example: Search for the destination name having JAPAN at the beginning of the name.
→ Searching ten destinations



4503U313

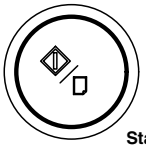
Using the Up and Down Arrow keys, locate the destination you want.

4503UC33



4503U318

25 Press the Start key.
The Message Display now shows the destination you selected, indicating that it has been specified for Group Dial 01.



4503U16I

4503U512

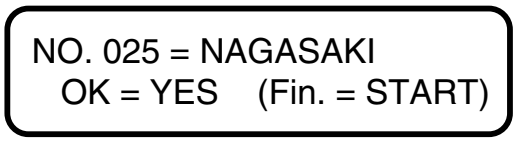
26 Press the Yes key if the party has been correctly selected.
The Message Display now prompts you to select the next destination.

4503UAI

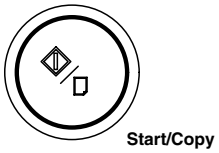
4258U157

If you have selected an incorrect destination, press the No key. This destination will not be registered in the Group Dial and the screen shown in step 10 will reappear.
If you want to continue selecting destinations using Phone Book, repeat steps 20 through 26.

27 When all the parties have been selected for Group Dial, press the Start key.



4503U510



4503U16I

4258U162

28 To exit from Group Dial registration, press the No key twice.

4503UBI2

Then, the initial screen will appear.

4503U229

29 This completes the procedure for registering destinations in a Group Dial.
To register another Group Dial, press another unused One Touch key from among 17, 18, 19, or 20.

Example: Using One Touch key 18

4503UO18

From here on, go back to step 3 and repeat the procedure.

4503U527

Transmitting a Document Using Group Dial

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

Select the resolution. ⇨ p. 3-2
Place the document on the Document Feeding Tray. ⇨ p. 3-4

4503U01I

2 Press the One Touch key in which the desired Group Dial has been registered.
Example: One Touch key 17
→JAPAN group

4503UO17

- The document placed on the Document Feeding Tray is fed in and the fax starts scanning it.
- When the fax completes scanning the document into memory, it starts dialing the destinations, one by one, in the order they were registered.
- Upon connention to the destination, the document is transmitted.
- The document transmission sequence is repeated for the number of destinations registered in that particular group.

3 To stop the transmission, press the Stop key.

4503U17I

4 When the transmission is completed, a buzzer sounds once and a message indicating that the transmission has been normally completed appears and remains shown for 2 sec. Then, the initial screen reappears.

4503U307

TX Result Report is starting print. ⇨ p. 9-3

TX RESULT REPORT

FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM.TIME	MODE	RESULT
TX	1	OSAKA	OCT.27	17:20	3	0H 01' 32"	STD	NG
		E3810 : ERROR PAGES DURING TX						
		ERROR PAGE : 1 , 2						

4503U904

If the Line is Busy:

If the line of a particular party is busy, the fax puts that party at the end of the transmission sequence.
When the initial transmission attempts are completed for all destinations, the fax redials the destinations that were busy, for transmission of the document.

If the Transmission was Unsuccessful:

If the fax failed in transmitting the document to a destination, a buzzer sounds intermittently for 2 sec. and the Error indicator lights up.

4503U3AI

It then prints a TX/RX Result Report automatically. For details, see "TX/RX Result Report."

4503U309

Press the Stop key to turn off the Error indicator light.

4503U17I

Reload the document and retransmit it to the destinations that did not receive it, if desired.

Transmitting a Document Using a Preset Transmission Function (Program Dial)

The Broadcast, Timer, Mailbox TX, or Polling RX function can be registered in Program Dial.

Program Dial allows you to transmit a document using a particular transmission function previously registered. This eliminates job setup for frequently performed tasks.

Program Dial accommodates up to four different transmission functions. One Touch keys that can be used for this purpose are 17, 18, 19, and 20.

For details of each function, see the relevant page.
• Broadcast: ⇨ p. 4-3; Timer: ⇨ p. 4-11; Mailbox TX: ⇨ p. 4-14; Polling RX: ⇨ p. 4-24

NOTE
Registering a Program Dial into a One Touch key to which One Touch Dial or Group Dial or another Program Dial has previously been assigned overwrites the original data.

Programming for Program Dial

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Set key. ⇨ p. 5-3

4503U229

The display changes to the Dial Registration mode.

4503U230

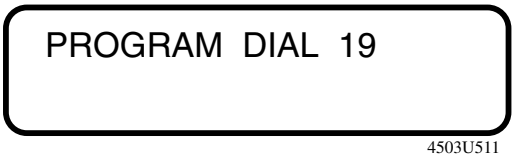
2 Press "4" of the Numeric keys.

4503UF4I

4258U172

3 Press One Touch key 17, 18, 19, or 20, whichever you want to program the function in.
Example: Using One Touch key 19

4503UO19



4503U511

4 Using the following chart, press one number of the Numeric keys corresponding to the desired transmission function.
Enter the necessary data for the function selected.

Numeric keys	FUNCTIONAL TRANSMISSION
1	BROADCAST
3 DEF	TIMER
4 GHI	MAILBOX TX
7 PQRS	POLLING RX

4503U528

5 To correct or delete the registered contents, press the NO key to select [EDIT/DELETE].

4503UBI

4258U292

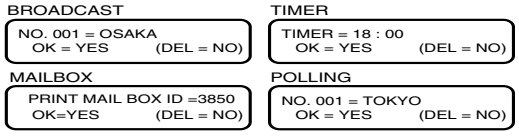
When you don't want to change the registered contents, press the Yes key to select [KEEP]. The display returns to the display of step 3.

4503UAI

6 To correct the registered contents, press the Left Arrow key to select [EDIT] and press the Yes key.

4503U232

The display is changed as follows.
The display differs based on the function registered for Program Dial.



4503U539

When you want to delete the registered contents, press the Right Arrow key to select [DELETE] and press the Yes key.

4503U233

A Program registered for One Touch Dial is deleted and the display is changed.

4258U290

7

Numeric keys	FUNCTIONAL TRANSMISSION
1	BROADCAST
3 DEF	TIMER
4 GHI	MAILBOX TX
7 PQRS	POLLING RX

4503U528

Example:
To program Timer for Program Dial → Press "3" of the Numeric keys.

4503UF3I

4258U122

Enter the data according to the Timer setting procedure.
This completes the programming procedure for Program Dial.

8 To exit from the registering of Program Dial, press the No key twice.
Then, the initial screen appears.

4503UBI2

4503U229

If you want to continue registering for Program Dial, press another unused One Touch key from among 17, 18, 19, or 20.
Example: Using One Touch key 20

4503UO20

4503U514

From here on, go back to step 3 and repeat the procedure.

Transmitting a Document using Program Dial

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

Select the resolution. ⇨ p. 3-2

2 Press the One Touch key in which the desired Program Dial has been registered.
Example: One Touch key 19 → Timer TX

4503UO19

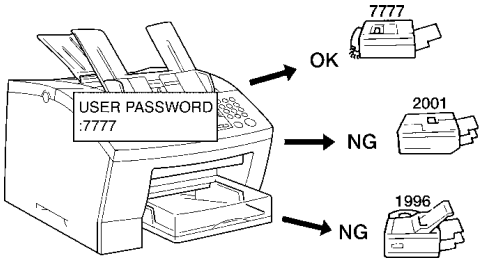
The fax starts scanning.
After completely scanning the document, the fax enters the standby state for timer transmission while showing the initial screen on the Message Display.

NOTE
The fax operation differs after the pressing of the One Touch key in step 2 depending on the function registered in Program Dial. For details, see the relevant pages explaining the corresponding functions.

Setting of TX Operations

Transmitting to Password-Secured Destinations (Password TX)

Only when your password corresponds with the destination's password can you transmit a document to that destination. This is called "Password Transmission".



4503U529

When Password TX is set to ON, you cannot transmit a document unless you use the destination's password.
Even though Password TX is set to ON, you can transmit a document to any destination registered in One Touch Dial, Speed Dial and Phone Book.
Password TX provides a means of controlling fax communications and, when transmitting an important document, avoiding transmission to the wrong destination.

NOTE

• To perform a Password TX, you and the destination must enter the same User Password.
⇨ pp 2-11, 2-18

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Set key three times. ⇨ p. 5-3

4503U83I

The display changes to the TX Operation mode.

```
TX OPERATION?          ↑
  YES / or 1 - 3       ↓
```

4503U502

2 Press "2" of the Numeric Keys.

4503UF2I

The display now changes to the Password TX mode.

```
2 PASSWORD TX
```

4258U182

3 Press the Left or Right Arrow key to turn On or Off the Password TX function.

```
* ON          OFF
 - SELECT & PUSH "YES" -
```

4258U177

Left : On - Enables Password TX.
Right : Off - Disables Password TX.

4503UC7I

4 Check that the setting has been made correctly, then press the Yes key.

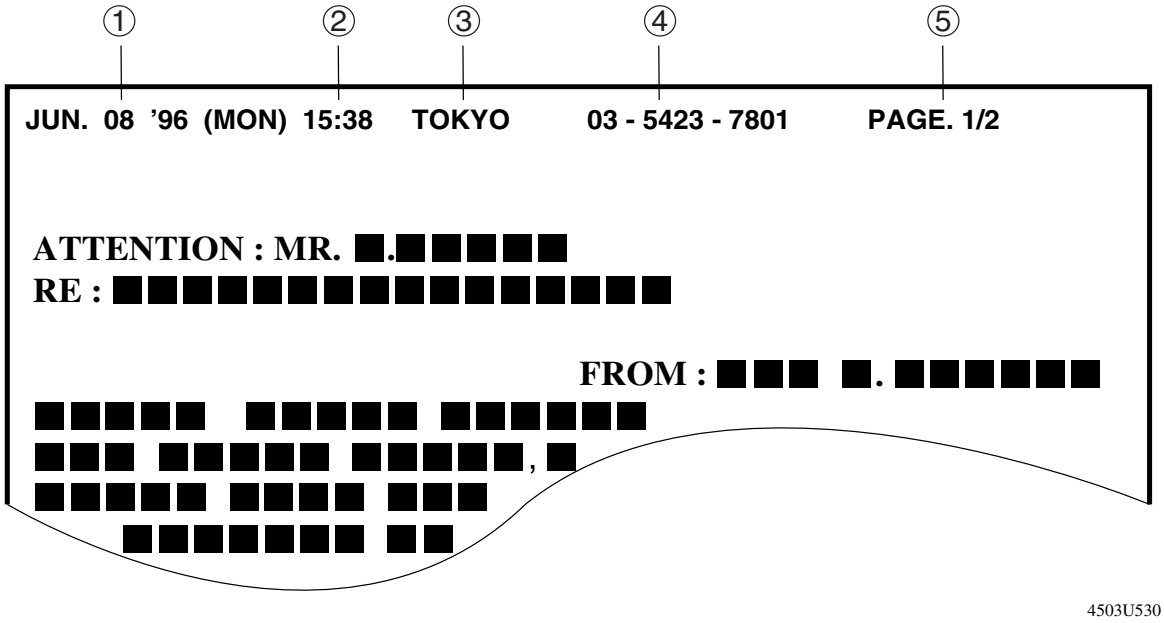
4503UAI

5 This completes the setting for Password TX. Press the NO key.
Then, the initial screen appears.

4503UBI

Printing Sender Information for the Receiving End (Header)

Header prints on the paper at the receiving end information to identify that the document was transmitted by you. The header appears at the top of each page in a document, showing the sender name, page number, and the time of transmission.



4503U530

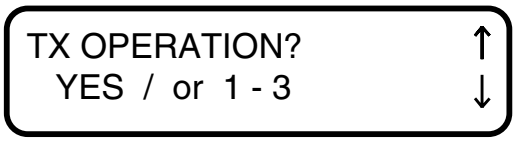
① Date of Transmission
② Time of Transmission
③ Sender Name (Your Name)
④ Transmitter Phone No.
⑤ Page No.

NOTE
The header is printed on the area 4 mm (0.16 inch) from the leading edge of the paper. Therefore, make sure that the area 4 mm (0.16 inch) from the leading edge is blank, so the content of the document can be fully transmitted.

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Set key three times. ⇨ p. 5-3

4503U83I

The display changes to the TX Operation mode.



4503U502

2 Press "3" of the Numeric keys.

4503UF3I

The display now changes to the Header mode.

4503U517

3 Press the Left or Right Arrow key to turn On or Off the Header function.

4258U177

Left : On - Header is printed.
Right : Off - Header is not printed.

4503UC7I

4 Check that the setting has been made correctly, then press the Yes key.

4503UAI

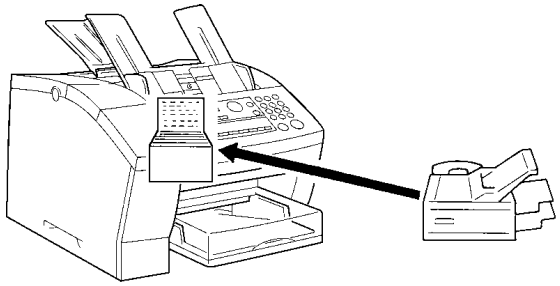
5 This completes the setting for Header.
Press the NO key.
Then, the initial screen appears.

4503UBI

Setting of RX Operations

Storing the Document Received in Memory (Memory RX Mode)

Memory RX Mode stores in memory the contents of a document received. The document is not printed unless the fax receives a print command. This feature provides a means of controlling the documents received through fax. The print command may be a timer or password.



4503U540

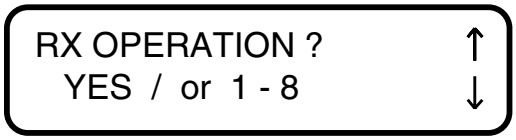
The print timer command causes the fax to start printing the document stored in memory when the specified time arrives. The password print command, on the other hand, causes the fax to start printing when a password is input.
A print timer command can be used in combination with a password print command. When a print timer command has previously been defined and if you want a printout before the set time, you can enter the password to let the fax print the document earlier than the set time if a password print command has also been set.

Programming for Memory RX Mode

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Set key four times. ⇨ p. 5-3

4503U84I

The display changes to the RX Operation mode.



4258U186

2 Press "1" of the Numeric keys.

4503UF1I

The display now changes to the Memory RX Mode.

4258U187

3 Press the Left Arrow key to select the memory reception mode [ON].

4258U177

Left : On - Enables Memory RX.
Right : Off - Disables Memory RX.

4503UC7I

4 Check that [ON] is selected, then press the Yes key.

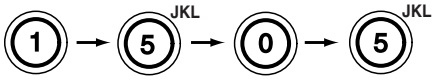
4503UAI

5 **Setting print timer**

```
TIME =      :
  OK = YES
```

4258U188

Using the Numeric keys, enter the time (24-hour system) at which you want a printout.
Example: 3:05 p.m.



4503U43I

If you do not want to set the print timer, press the Yes key.
The display then prompts you to enter the password. See steps 7 and 8.

4503UAI

6 Make sure that the password has been correctly set, then press the Yes key.

```
TIME = 15 : 05
  OK = YES
```

4258U189

4503UAI

To change the set time, press the NO key.
Then, the display prompts you to enter the time.
Enter the new time.

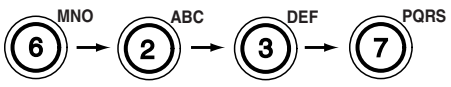
4503UBI

7 **Setting the password**

```
PASSWORD =
  OK = YES
```

4258U189

Using the Numeric keys, enter the password for Memory RX printout. A password is a 4-digit number ranging between 0000 and 9999.
Example: 6237



4503U44I

8 If you do not want to set a password, press the Yes key.

4503UAI

9 Make sure that the correct time has been set, then press the Yes key.

```
PASSWORD = 6237
  OK = YES
```

4258U191

4503UAI

To change the set password, press the NO key.
The display now prompts you to enter a password.
Enter a new password.

4503UBI

The setting of the memory reception mode [ON] is completed.
The initial display is changed to the memory reception display.

```
<< M - RX >>          100%
- SET DOC. FACE DOWN -
```

4258U192

NOTE

How to change the Timer and Password

To change the time setting of Timer and the registered password, you need to turn OFF the Memory Reception Mode. (Print out the received document stored in memory and cancel the Memory Reception Mode.)
Turn OFF the Memory Reception Mode according to the next page [Printing the Document Received by Memory RX Mode] and cancel the memory reception mode.
Reset the Memory Reception Mode and enter the Timer and password again.

Printing the Document Received by Memory RX Mode

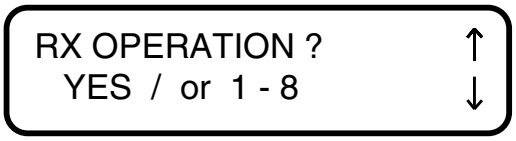
1 Your fax rings and receives a document. Check that the document has been stored in memory.
Example: Your fax has received a 5-page document and stored it in memory.

4503U531

2 Press the Set key four times.

4503U84I

The display changes to the RX Operation mode.



4258U186

3 Press "1" of the Numeric keys.

4503UF1I

The display changes to the Memory RX Mode.

4258U187

4 Press the Right Arrow key to select Off.

4258U197

Right: Off - Prints the document stored in memory.

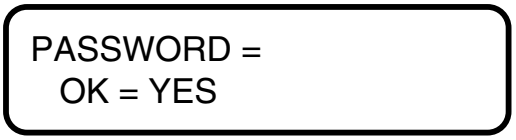
4503UC3I

5 Making sure that Off has been selected, press Yes.

4503UAI

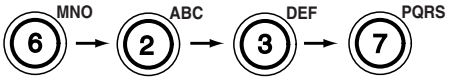
The fax starts printing the document if no password has been set.

6 **If a password has been set**

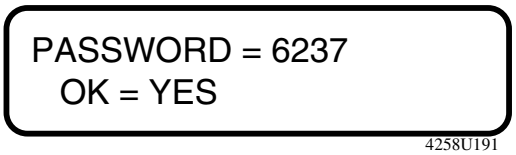


4258U190

Enter the set password from the Numeric keys.
Example: 6237



4503U44I



4258U191

7 Making sure that the set password has been entered, press Yes.

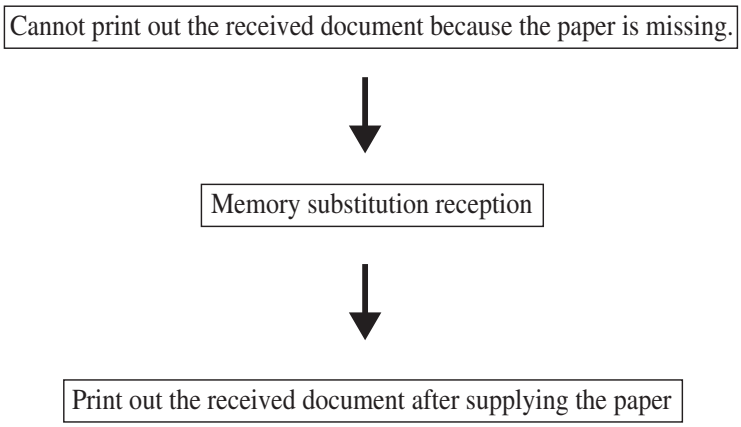
4503UAI

The fax now starts printing the document stored in memory.

Memory Substitution Reception

When printing out the document by direct reception, if printing trouble (paper empty, paper jam) happens, reception is automatically changed from direct reception to memory reception.
This function to continue receiving the document is called the memory substitution reception function. The document is automatically printed out later once the printing trouble is corrected.

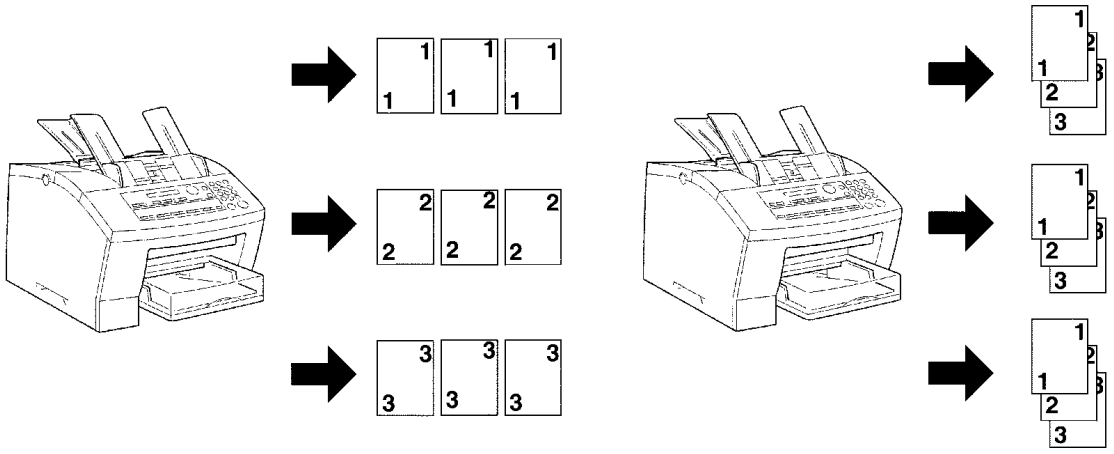
(Example)


Cannot print out the received document because the paper is missing.
Memory substitution reception
Print out the received document after supplying the paper

4503U532

Storing the Document Received in Memory (Multi Page Print)

Multi Page Print prints multiple copies of a document received automatically. If you frequently make copies of documents received, it's a good idea to turn ON this feature.
Two sub-features are available: Multi Print which makes a specified number of uncollated copies of each page of the document and Sort Print which makes a specified number of complete sets of the document. The number of copies that can be specified is 9 for both of these sub-features.

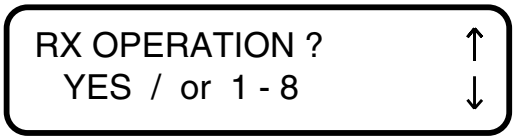


4503U533

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Set key four times. ⇨ p. 5-3

4503U84I

The display changes to the RX Operation mode.



4258U186

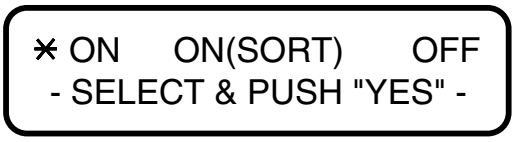
2 Press "3" of the Numeric keys.

4503UF4I

The display now changes to the Memory RX Mode.

4503U518

3 Press the Left or Right Arrow key to select the desired sub-feature or turn off Multi Page Print.



4258U199

On: Multi Print
On (Sort): Sort Print
Off: Prints only one set.

4503UC7I

4 Make sure that the correct setting has been made, then press the Yes key.

4503UAI

When Multi Print or Sort Print is Selected

1

4503UU534

From the Numeric keys, enter the number of copies you need, which should be 9 or less.
Example: 2 (for Sort Print)

4503UF2I

2 Making sure that the correct number has been set, press the Yes key.

4258U201

4503UAI

To change the number, press the NO key.
Then the display again prompts you to enter the number.
Set a new number of copies.

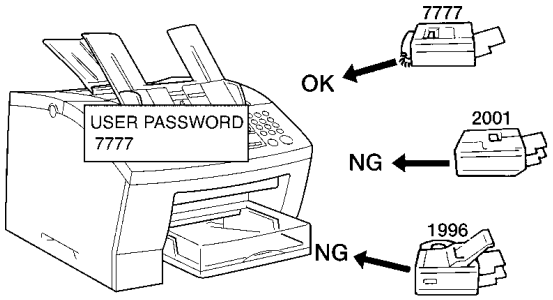
4503UBI

3 This completes the setting for Multi Page Print.
Press the NO key, and the initial screen appears.

4503UBI

Reception from Password-Secured Parties (Password RX)

Only when the transmitting party's password corresponds with your own password can you receive a document from that patry. This is called "Password Reception".



4503U535

When Password RX is set to ON, you cannot receive a document unless the transmitting party uses your password.
Even though Password RX is set to ON, you can receive a document from any party registered in One Touch Dial, Speed Dial and Phone Book.
Password RX provides a means of controlling fax communications and avoiding unnecessary direct mail.

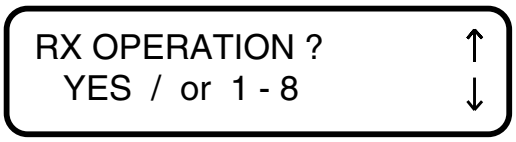
NOTE

- *To perform a Password RX, the transmitting party's fax machine is limited to the following models: MINOLTAFAX1600e, 1600, 3500, 2500, 3700 and 2300.*
- *To perform a Password RX, you and the transmitting party must enter the same User Password.* ⇨ *p.2-18*

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Set key four times. ⇨ p. 5-3

4503U84I

The display changes to the RX Operation mode.



4258U186

2 Press "6" of the Numeric keys.

4503UF6I

The display now changes to the Password RX mode.

4503U519

3 Press the Left or Right arrow key to turn On or Off the Password RX function.

4258U177

Left : On - Enables Password RX.
Right : Off - Disables Password RX.

4503UC7I

4 Check that the setting has been made correctly, then press the Yes key.

4503UAI

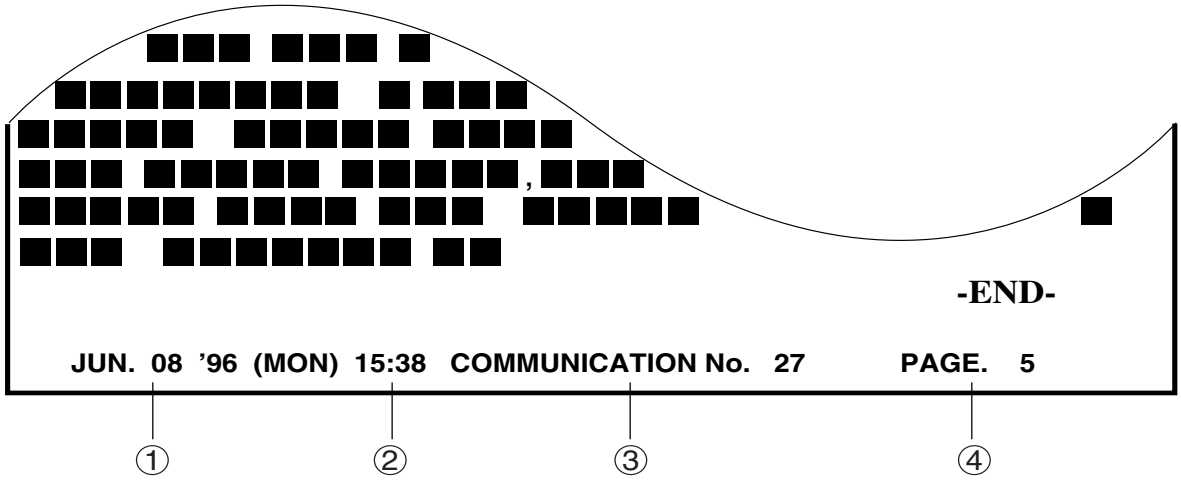
5 This completes the setting for Password RX. Press the NO key.
Then, the initial screen appears.

4503UBI

Printing Reception Data for Your End (Footer)

Footer prints on the paper the date, time, reception control number and page no. of the received document.

By printing an Activity Report using the communication number you can identify where the document came from, when it came in, and how many pages it was. The footer appears at the bottom of each page in a document.



4503U536

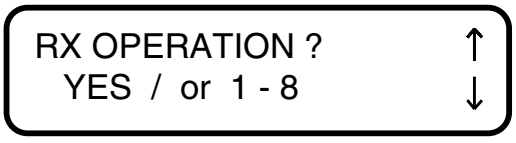
① Date of Reception
② Time of Reception
③ Reception Control number
④ Page number

NOTE
The footer is printed on the area 4 mm or 0.16 inch from the trailing edge of the paper. Any data on this area of the document is deleted.

1 • Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.
• Press the Set key four times. ⇨ p. 5-3

4503U84I

The display changes to the RX Operation mode.



4258U186

2 Press "7" of the Numeric keys.

4503UF7I

The display now changes to the Footer mode.

4503U537

3 Press the Left or Right arrow key to turn On or Off the Footer function.

4258U177

Left : On - Footer is printed.
Right : Off - Footer is not printed.

4503UC7I

4 Check that the setting has been made correctly, then press the Yes key.

4503UAI

5 This completes the setting for Footer.
Press the NO key.
Then, the initial screen appears.

4503UBI

Chapter 6

Using the Enhanced Utilities 3

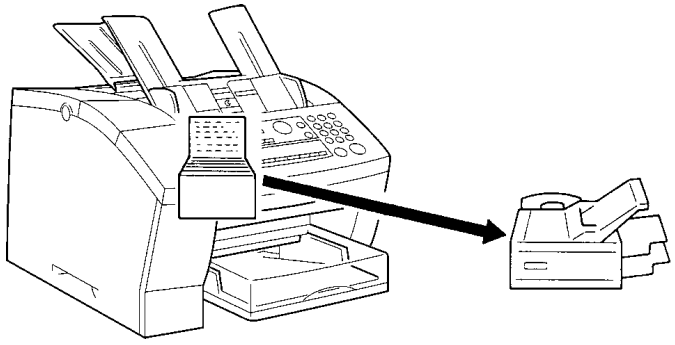
This chapter explains about using the enhanced utilities provided by your fax, particularly the control panel keys dedicated to certain functions other than the FUNCTION and SET utilities.

Transmitting a Document Using Memory (Memory TX)

Memory TX lets the fax scan the contents of the document to be transmitted at high speed into its built-in memory and transmit it to the other party. (The procedure in which you directly transmit the document without using memory is called "direct transmission.")

Using Memory TX permits you to bring the document back to your desk without having to wait in front of the fax machine for the transmission to be completed. So, the feature is useful for transmission of a document consisting of multiple pages.

The fax can accept a new Memory TX job even while the fax is transmitting from memory or receiving a document.

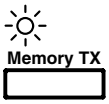


4503U006

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

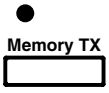
4503U229

2 Press the Memory TX key.
The Memory TX indicator lights up, indicating that the Memory TX function is selected.



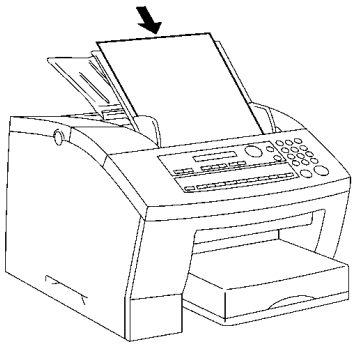
4503U42I

3 To cancel Memory TX, press the Memory TX key a second time. This selects the Direct TX mode. At this time, the Memory TX indicator goes out, indicating that the Memory TX function has been canceled.



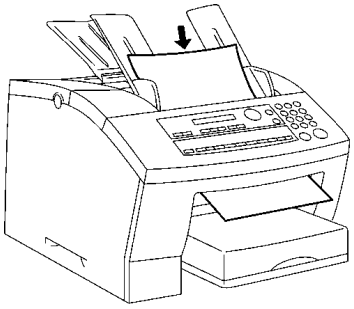
4503U45I

4 Make the necessary settings other than Memory TX, load the document, and then dial the other party. ⇨ pp. 3-1, 4-1, 5-1, 6-1



4503U321

5 The document is fed in from the Document Feeding Tray. The fax scans the contents of all pages of the document into memory.



4503U445

6 The pages of the document which the fax has scanned are fed out.
The fax starts transmitting the document after it has completed storing all the data in memory.

NOTE

The fax may not be able to store the data if the memory available for use is not enough to accommodate the data.
Example:

4503U611

If this happens, wait until there is enough memory available or cancel Memory TX and transmit the document without using memory.
Or other jobs previously stored in memory can be printed out to provide memory space for your new document.

When a document for transmission has been stored in memory

Output a Memory Image Print.
Check the contents of the document, remove it from the memory, and after the current document has been transmitted, make the job setup again for that document. ⇨ *pp. 9-1, 9-8*

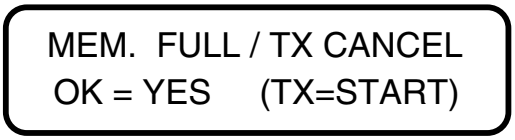
When a document received has been stored in memory

Print the document received according to the required procedure.

- *Memory RX* ⇨ *p. 5-19*
- *Mailbox RX* ⇨ *p. 4-17*

NOTE

The following message appears if the memory becomes full while the fax is scanning a document.



4258U229

- *If you would like to transmit the portion of the document stored in memory, press the Start key to select TX. The fax transmits the portion of the document which was stored in memory.*
- *If you want to delete the portion of the document which was stored in memory, press the Yes key to select Cancel. This deletes the contents of the document. Follow the instruction in the NOTE in step 6 to call up a document stored in memory and increase the memory volume before attempting to make a memory TX.*
- *If you fail to make a choice within 1 min. after the above message has appeared, the contents of the document will be automatically deleted.*

Retrying the Same Destination (Redial TX)

Redial TX redials the destination the fax has previously dialed, but not connected to. The following two sub-features are available.

Auto Redial
If the line is busy, the fax temporarily stops dialing and, several seconds later*, it dials the other party again. This redialing sequence is repeated several times*.

Manual Redial
The party the fax dialed last is redialed by the touch of a key.

NOTE
- *Auto Redial has been factory-set and so there is no need to set it.*
- *The redial interval time and number of redials vary depending on the country in which the fax is used. Consult your Tech. Rep. for more details.*

Using Manual Redial

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

Make the necessary settings and load the document (so that the fax is ready to transmit it). ⇨ pp. 3-1, 4-1, 5-1, 6-1

2 Press the Redial key.

4503U14I

The fax starts redialing the party which it dialed last. When the line is connected, the document is fed in and transmission is started.

3 To stop the transmission, press the Stop key.

4503U17I

NOTE
Redialing is not possible if the last transmission was a Broadcast or Group Transmission to multiple destinations.

Verifying Audible Signal for Connection Before Transmitting a Document (Manual Communication)

This function is available when a telephone is connected to the fax. Manual Communication allows you, before communicating with the other party, to verify that the line is connected with the audible signals heard from the speaker built into the telephone.

The feature enables you to hear that the line has been properly connected.

NOTE
Manual transmission cannot be used in combination with Memory TX, Broadcast TX, or other enhanced facilities.

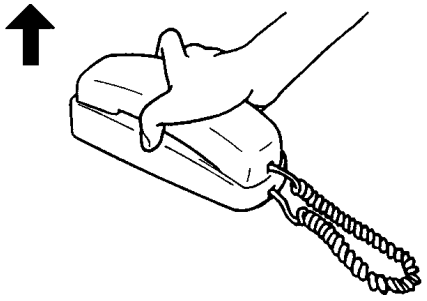
Manual Transmission

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

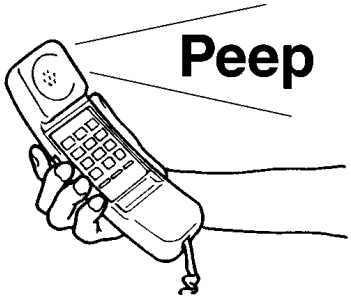
Make the necessary settings and load the document (so that the fax is ready to transmit it). ⇨ pp. 3-1, 4-1, 5-1, 6-1

2 Pick up the telephone.



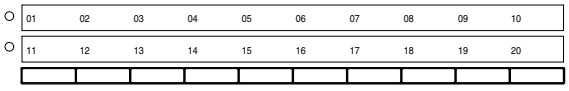
4503U331

You will hear a dial tone from the speaker built into the telephone.



4503U425

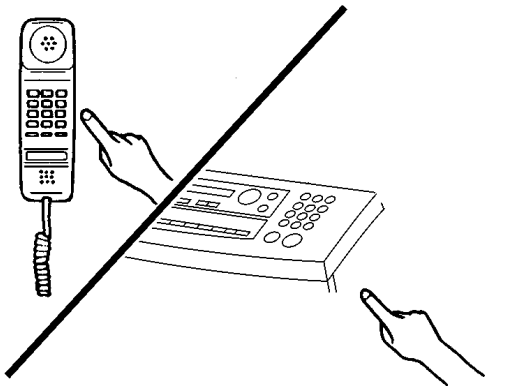
3 Dial the other party.
⇨ pp. 3-6, 3-8, 3-10, 3-11



4503U34I

Speed Dial

4503U13I

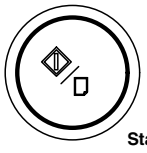


4503U333

When the line is then connected, the dial tone changes to a calling tone.

NOTE
If the line of the other party is busy, hang up the handset to cancel the Manual Transmission mode.

4 When you hear a fax answer tone, press the Start key.



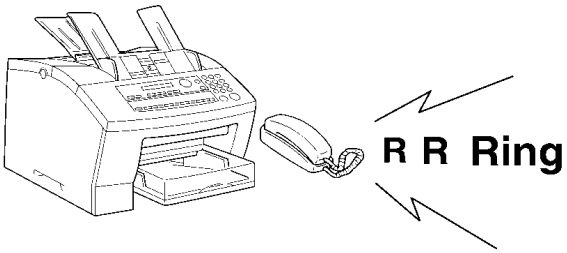
4503U16I

The fax then starts feeding the document for transmission. To stop the transmission, press the Stop key.

4503U17I

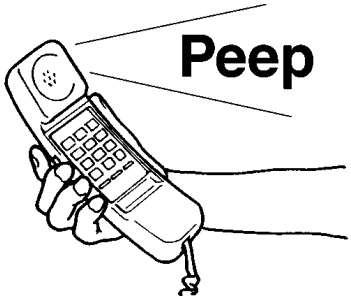
Manual Reception

1 When using a telephone, the telephone also rings indicating that a call has been received.



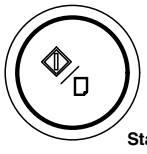
4503U328

2 Pick up the telephone.
Make sure that you hear a fax answer tone from the speaker built into the Telephone.



4503U425

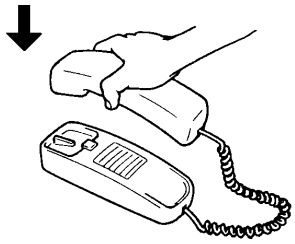
3 Press the Start key.



4503U16I

Then, the fax communication starts and you will receive a hard copy document.

4 Hang up the handset.



4503U332

To stop the reception, press the Stop key.

4503U17I

Checking the Last 60 Communication Results (Confirm)

Confirm allows you to check for the results of the last 60 communications either on the Message Display or with a TX/RX Result Report output from the fax. It is convenient when you need to quickly check the result of the transmission just made.

As another feature, the fax is equipped with a report output function for various types of data. These features are detailed in Chapter 9 "Outputting Reports and Lists." ➪ p. 9-1

TX RESULT REPORT

FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM.TIME	MODE	RESULT
TX	1	OSAKA	OCT.17	17:19	8	0H05' 14"	FINE	ECM OK

4503U903

RX RESULT REPORT

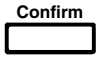
FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM. TIME	MODE	RESULT
RX	1	OSAKA BRANCH	OCT.26	17:15	2	0H 01' 41"	STD	ECM OK

4503U905

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

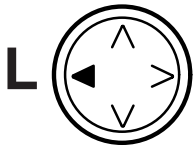
4503U229

2 Press the Confirm key.



4503U07I

3 Press the Left Arrow key to select LCD (Message Display).



4503U12LI

4258U099

4 Press the Yes key.

4503UAI

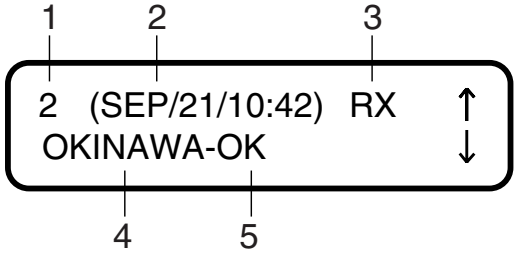
This shows a journal of communication results.

5 Press the Up or Down Arrow keys.

4503U12UDI

Each press of the Up or Down keys shows a new communication result.
Show your target communication result on the display.

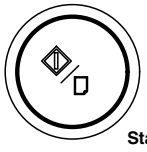
Each display consists of the following five parts.



4503U604

1 Ref. number
2 Date/Time of Communication
3 Communication Type
4 Party Communicated with
5 Communication Result

6 If you want a hard copy also, press Start.



4503U16I

7 The result of the communication shown on the Message Display is printed as a TX or RX Result Report.

RX RESULT REPORT

FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM. TIME	MODE	RESULT
RX	1	OSAKA BRANCH	OCT.26	17:15	2	0H 01' 41"	STD	ECM OK

4503U905

The fax leaves the Confirm function.

8 If you do not need a hard copy, press the NO key twice.
This cancels the Confirm function, bringing the initial screen back on the Message Display.

4503UBI2

4503U229

Transmitting a Document Using External Extensions (External)

The External Extensions (External) function switches lines when using a PBX.
Please contact your technical representative about the PBX connection.

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

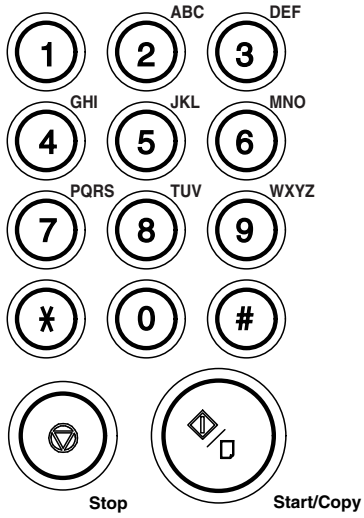
4503U229

Make the necessary settings and load the document (so that the fax is ready to transmit it). ⇨ pp. 3-1, 4-1, 5-1, 6-1

2 Press the # key.

4503UF13

3 Enter the fax number to be called from the Numeric keys and press the Start key.
• Manual Dialing ⇨ p. 3-6



4503U00I

The "@" mark is appended before the fax number when External is selected.

4258U104

NOTE
Only manual dialing is possible with External. One Touch Dial, Speed Dial, or Phone Book cannot be used for dialing.
However, the external function is be able to regist as One Touch Dial, or Speed Dial.

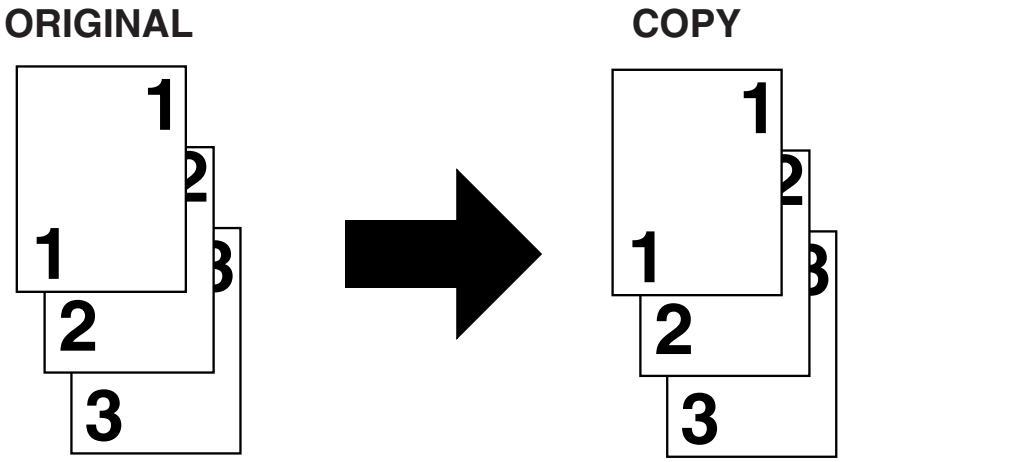
Chapter 7

Making Copies

This chapter covers how to make copies.

Making a Single Copy (Single Copy)

Single Copy makes a single full-size copy of an original. You place a document on the Document Feeding Tray just as you would when transmitting it and make a single copy of it. The fax makes a copy of the document which exits on the Print Tray. With this function, you can use your fax as a copier.



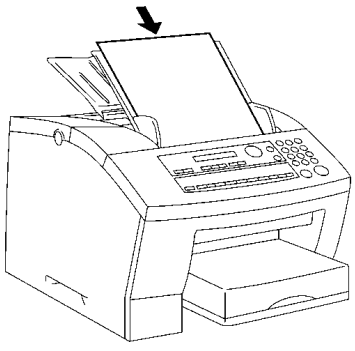
4503U710

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

Select the resolution according to the characteristics of the original (the same step taken before transmitting a document by fax). ⇨ p. 3-2

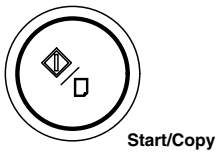
2 Place the original on the Document Feeding Tray. ⇨ p. 3-4



4503U321

Up to here, exactly the same steps are taken as when transmitting a document by fax.

3 Press the Start key.

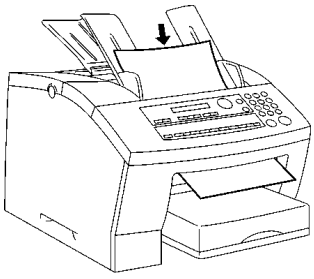


4503U16I

The display changes to the copy mode screen.

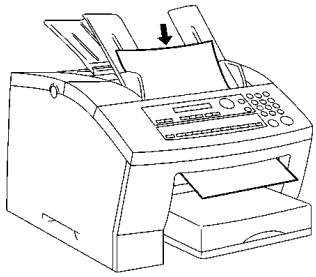
4258U208

4 The original placed on the Document Feeding Tray is taken up and fed in and the copy cycle is started.



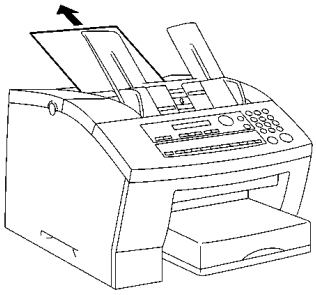
4503U445

5 The original is fed out.



4503U445

6 A copy is fed out onto the Print Tray.



4503U449

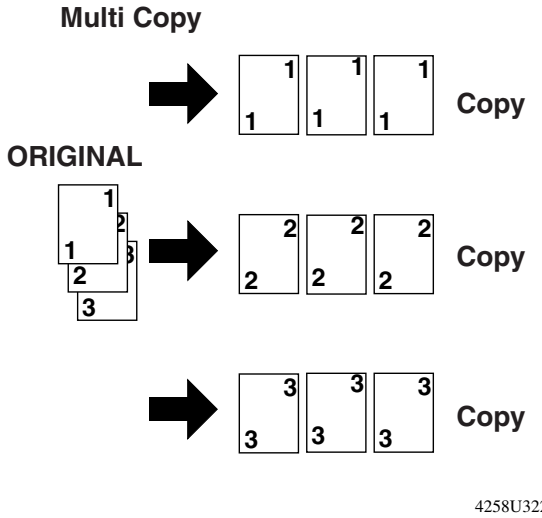
Using the Convenient Copy Function (Convenient Copy)

Convenient Copy allows you to make an enlarged or reduced copy, or multiple copies.

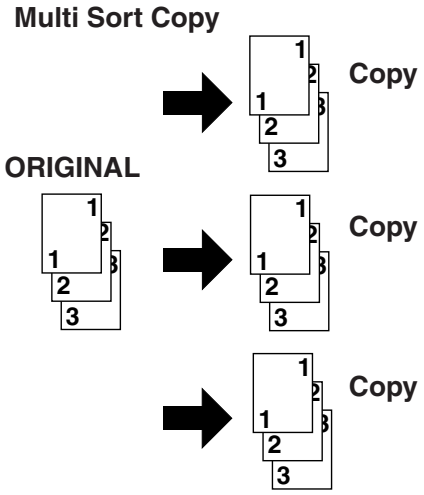
The fax offers a total of six zoom ratios - three enlargement and three reduction ratios.

You can select a zoom ratio according to the desired copy paper size.

Up to 99 continuous copies can be made [Multi Copy].
It can also be combined with a sorting capability [Multi Sort Copy].



4258U322



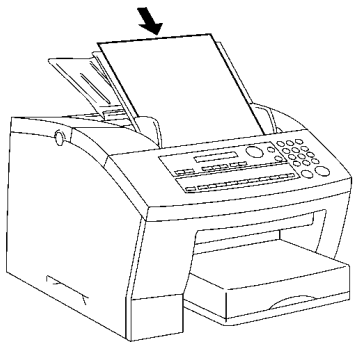
4258U321

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

Select the resolution according to the characteristics of the original (the same step taken before transmitting a document by fax). ⇨ p. 3-2

2 Place the original on the Document Feeding Tray. ⇨ p. 3-4

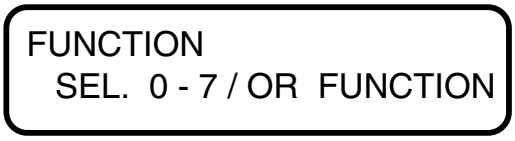


4503U321

3 Press the Function key.

4503U09I

The display now prompts you to select a particular feature available under FUNCTION.



4258U106

4 Press "2" of the Numeric keys to select Convenient Copy.

4503UF2I

4258U210

Selecting a Zoom Ratio

1 Press the Left or Right Arrow key as required to select the desired zoom ratio.

4258U211

Use the following chart for the selection of a zoom ratio.

	Zoom ratio		
Equal	×1.00		
Enlargement	×1.28	×1.41	×2.00
	Letter → Legal	A5 → A4	—
Reduction	×0.50	×0.71	×0.78
	—	—	Legal → Letter

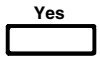
4258U209

2 Example: Ratio X0.78
Press the Right Arrow key twice to select Reduction.

4503UC32

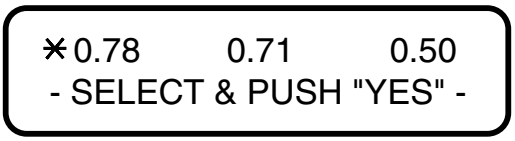
4258U215

Then, press the Yes key.



4503UAI

3 Check that 0.78 is selected. If 0.78 is not selected, use the Right or Left Arrow key to select it.



4258U212

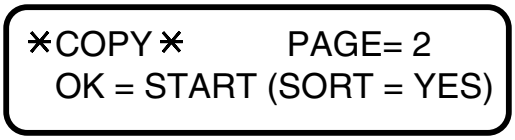
Then, press the Yes key to validate the zoom ratio.

4503UAI

Setting the No. of Copies to be Made

From the Numeric keys, set the number of copies (or copy sets) to be made.
Any number up to 99 can be entered.
Example: 2 copy sets

4503UF2I

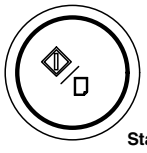


4258U214

NOTE
The Print Tray can hold up to 200 sheets. Ensure that the number of copies to be made does not exceed this limit.

Setting Multi Copy

To select Multi Copy, press the Start key.



4503U16I

The original placed on the Document Feeding Tray is taken up and fed in and the fax scans it into memory.

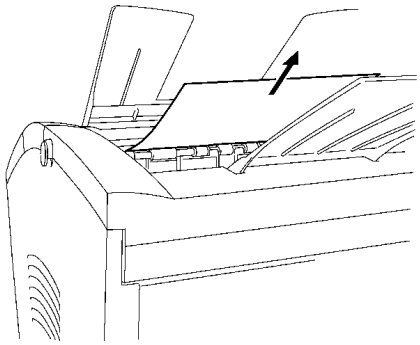
Setting Multi Sort Copy

1 To select Multi Sort Copy, press the Yes key.

4503UAI

The original placed on the Document Feeding Tray is taken up and fed in and the fax scans it into memory.

2 After scanning all pages into memory, the fax starts the copy cycle and feeds the copies onto the Print Tray.



4503U711

NOTE

The fax may not be able to store the data if there is not enough memory available for use to accommodate the data.

4503U611

In this case, wait for the memory volume to increase or cancel the Convenient Copy function and copy the document by Single Copy. Or other jobs previously stored in memory can be printed out to provide memory space for your new document.

When a document for transmission has been stored in memory

Output a Memory Image Print.
Check the contents of the document, remove it from the memory, and after the current document has been transmitted, make the job setup again for that document. ⇨ *pp. 9-1, 9-8*

When a document received has been stored in memory

Print the document received according to the required procedure.

- *Memory RX* ⇨ *p. 5-19*
- *Mailbox RX* ⇨ *p. 4-17*

Chapter 8

Setting the SET Utilities

This chapter covers the functions available in the SET utilities.

List of the SET Utilities

The SET utilities refer to the functions which have settings you can change to suit your particular operating needs. There are a total of 35 features available in the SET utilities, classified under eight major groups as detailed below.

GROUP	SETTING ITEM	DETAIL
1. DIAL REGISTRATION	1. ONE-TOUCH DIAL	ONE-TOUCH DIAL
	2. SPEED DIAL	SPEED DIAL
	3. GROUP DIAL	GROUP DIAL
	4. PROGRAM DIAL	PROGRAM DIAL
2. SCANNING & PRINTING	1. RESOLUTION	STANDARD / FINE / SUPER FINE / HALF TONE
	2. SCAN CONTRAST	DARK to LIGHT (5 steps)
	3. I / T SEP.	ON / OFF
	4. PRINT DENSITY	DARK to LIGHT (7 steps)
	5. REC. PAPER SIZE	A4 / LETTER / LEGAL
3. TX OPERATION	1. PAGE COUNT TX	ON / OFF
	2. PASSWORD TX	ON / OFF
	3. HEADER	ON / OFF
4. RX OPERATION	1. MEMORY RX MODE	ON (TIME and PASSWORD) / OFF (PASSWORD)
	2. NO. OF RINGS	1 to 16
	3. MULTI PAGE PRINT	ON / ON (SORT) / OFF
	4. REDUCTION RX	ON / OFF
	5. MAILBOX	ID NO.
	6. PASSWORD RX	ON / OFF
	7. FOOTER	ON / OFF
	8. MANUAL RX	ON / OFF
5. MACHINE OPERATION	1. POWER SAVE MODE	OFF / TIMER (ON TIME and OFF TIME)
	2. LCD CONTRAST	DARK to LIGHT (7 steps)
	3. TONE / PULSE	TONE / PULSE (10pps / 20pps)
	4. BUZZER VOLUME	HI / LOW / OFF
	5. G3 ECM	ON / OFF
6. REPORTING	1. ACTIVITY REP.	ON / OFF
	2. RESERV. REPORT	ON / OFF
	3. TX / RX RESULT REP.	ON / OFF
7. INITIAL USER DATA	1. DATE & TIME	DATE & TIME
	2. USER FAX NO.	USER FAX NO.
	3. USER NAME	USER NAME
	4. USER PASSWORD	USER PASSWORD
8. PC INTERFACE	1. PC MODE	OFF / TX / TX/RX
	2. NUMBER OF PC RINGS?	1 to 16
	3. PC BAUD RATE	AUTO / 19200 / 9600 / 4800 / 2400 / 300

Setting the SET Utilities

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

```
JUN.  8   15:38      100%
- SET DOC. FACE DOWN -
```

2 Press the Set key as many times as required to select the particular utility group. The display now prompts you to select a particular feature available under that utility group.
Example: Select TX Operation. Press the Set key three times.

4503U83I

```
TX OPERATION?                ↑
  YES  /  or  1 - 4          ↓
```

4503U801

SET KEY	GROUP
Set X 1	DIAL REGISTRATION
Set X 2	SCANNING & PRINTING
Set X 3	TX OPERATION
Set X 4	RX OPERATION
Set X 5	MACHINE OPERATION
Set X 6	REPORTING
Set X 7	INITIAL USER DATA
Set X 8	PC I / F

4503U520

3 Using the Numeric keys, select the feature you want to make a setting for.
Example: To select Header → Press "3."

4503UC3I

```
3  HEADER
```

4503U517

4 This completes the setting of the SET feature.
Make the necessary settings for each feature.

```
* ON              OFF
 - SELECT & PUSH "YES" -
```

4258U177

Outline of the SET Utilities

1. Dial Registration

1. One Touch Dial

The fax number and other data for particular destinations can be programmed into the One Touch keys. This feature allows you to transmit a document by just pressing the One Touch key in which the fax number and other data for that particular destination have been programmed. If you frequently transmit to a particular destination, this feature eliminates the need for you to enter the fax number each time, permitting transmission of a document using a single key. ⇨ p. 2-18

2. Speed Dial

The fax number and other data for particular destinations can be programmed using a 2-digit number called a Speed Dial. This feature then allows you to transmit a document to that particular destination by just entering the 2-digit number and pressing the Start key. This eliminates the need for you to enter the fax number each time, permitting transmission of a document through simple and easy steps.⇨ p. 2-18

3. Group Dial

Destinations registered in One-Touch and Speed Dial can be programmed together in a group. This feature then allows you to transmit a document to all destinations in a group by using a single key. If you frequently need to transmit documents to the same multiple locations, programming them together in a Group Dial will reduce operational steps. ⇨ p. 5-4

4. Program Dial

Several transmission functions can be programmed together in some of the One Touch keys. When you want to utilize these functions, you call up that job setup by just pressing the corresponding One Touch key and execute the transmission. For example, if you want to set up an after-hours broadcast which is performed regularly, you can register those functions in a Program Dial. ⇨ p. 5-13

2. Scanning & Printing

1. Resolution

Sets the default resolution for transmission. Even when a document has been transmitted using a different resolution, once that particular transmission is completed, the resolution returns to the default setting. The default resolution you select should be the one you expect to use for the majority of your transmissions. This function eliminates the need to set the resolution for each transmission, requiring you to set the resolution only for those needing a resolution other than the default. ⇨ p. 3-2

2. Scan Contrast

Sets the contrast with which the fax scans the image of the document for transmission. Selecting a scan contrast based on the type of documents frequently used enables transmission of documents with an optimum image density.
Set the desired contrast for image scanning.

3. I/T Sep. (Image/Text Separation)

Sets the document scanning mode for halftone processing. When I/T Sep. is turned ON, the fax performs halftone processing for the image part of the document only, and not for the text part. When the Half Tone setting is used for transmission of a document containing both image and text, this function ensures a good quality document on the receiving end both for image and text.

4. Print Density
Sets the printout density of the documents you receive. Select the density to suit the type of document you will most frequently receive.

5. Rec. Paper Size
Sets the size of the paper for printouts of documents received. Set to the size of the paper loaded in the Paper Feeding Tray. Ensure that the Rec. Paper Size setting matches the size of the paper actually loaded in the tray. Whenever you change the paper size in the tray, be sure to change the Rec. Paper Size setting.
⇨ p. 11-2

3. TX Operation

1. Page Count TX
Checks the number of pages transmitted against the number of pages scanned for transmission. If there is any discrepancy, the fax gives an alarm beep and alarm display, and warns of the abnormal transmission by means of a TX/RX Result Report. ⇨ pp. 9-3, 9-5, 12-1, 12-2

2. Password TX
Only when your password corresponds with the destination's password can you transmit a document to that destination. When Password TX is set to ON, you cannot transmit a document unless you use the destination's password. If transmission is using the One Touch key or Speed key, you can transmit a document. Password TX provides a means of controlling fax communications and, when transmitting an important document, avoiding transmission to the wrong destination.

3. Header
Transmits to the receiver your name, fax number, and other data for a document transmitted to them. The header information prints at the top of the page. This lets the receiving party identify where the document came from, when it came in and how many pages it was.
⇨ p. 5-17

4. RX Operation

1. Memory RX Mode
Stores in memory the contents of a document received. The document is not printed unless the fax receives a print command which may be a timer or password.
- The timer print command causes the fax to start printing the document stored in memory when the specified time arrives.
- The password print command causes the fax to start printing when a password is input.
  This feature provides a means of controlling the documents received through fax.
  * To cancel the password print mode, you must input the password selected when the mode was set before it can be turned off.

2. No. of Rings
Sets the number of rings before the fax call is received. Set as required.

3. Multi Page Print
Automatically prints multiple copies of the pages of a document received.

4. Reduction RX
Sets the print mode when printing a document received from the other party. Select either the Reduction Priority mode (Reduction RX ON) or Full Size Priority mode (Reduction RX OFF) mode according to your needs. ⇨ p. 3-19

5. Confidential Mailbox
Sets the mailbox ID used for Mailbox TX/RX.
Enter a desired 4-digit number.
The number of mailboxes: 5
⇨ pp. 4-14, 4-17

6. Password RX
Only when the transmitting party's password corresponds with your own password can you receive a document from that party. When Password RX is set to ON, you cannot receive a document unless the transmitting party uses your password. Password RX provides a means of controlling fax communications and avoiding unnecessary direct mail. ⇨ p. 5-25

7. Footer
Footer prints on the paper the date, time, reception control number and page number of the received document. By printing an Activity Report using the communication number, you can identify where the document came from, when it came in, and how many pages it was. The footer appears at the bottom of each page in a document. ⇨ p. 5-26

5. Machine Operation

1. Power Save Mode
Minimizes power consumption while the fax is not used.
On reception of a print command (as for fax reception), the fax starts warm-up and, in about 25 sec., it starts printing. The Power Save Mode is set to ON in the initial setting. ⇨ p. 2-6

When this function is set to ON, you can also set the time period during which this mode is enabled.
Example: Enabling Power Save Mode for the period from 17:00 p.m. to 8:00 a.m.

You can set the Power Save Mode to remain ON continuously.
Example: By setting the same time for the On Time and Off Time, the Power Save Mode is set to remain ON continuously.
→ PSM ON TIME = 8:00, PSM OFF TIME = 8:00

You can also set the Power Save Mode to OFF.
By setting the Power Save Mode to OFF, you can print out without waiting for the fax to warm up.

2. LCD Contrast
Adjusts the brightness of the Message Display.
Set the brightness to the desired level. ⇨ p. 2-11

3. Tone/Pulse
Sets the fax machine's dialing to the type of telephone line it is connected to.
Select the type of telephone line you are currently using. ⇨ p. 2-12

4. Buzzer Volume
Sets the volume of the alarm tone.
Set the volume to the desired level.

5. G3 ECM
Sets the error correcting mode, or ECM, for fax transmission. ECM is the mode in which fax communications are made with the other party through repeated checking-and-correcting sequences to ensure there is no image distortion due to telephon line disturbance.
The machine on the other party's end must be equipped with ECM in order for this to function. If not, ECM is automatically turned OFF even if you set it to ON. When ECM is turned ON, it may take longer to make fax communications.

6. Reporting

1. Activity Rep.
Sets the function to automatically print an Activity Report.
When this function is turned ON, an Activity Report is printed each time there are 60 fax communications. ⇨ p. 9-6

2. Reserv. Rep.
Sets the function to automatically print a Reservation Report.
When this function is turned ON, a Reservation Report is printed before a broadcast transmission or polling reception is made, allowing you to check the details of the reservation request.
- Broadcast Reservation Report ⇨ p. 9-10
- Polling Reservation Report ⇨ p. 9-10

3. TX/RX Result Rep.
Sets the function to automatically print a TX/RX Result Report.
When this function is turned ON, a Result Report is automatically printed even when a fax communication or polling TX (single mode) has been normally completed. (A Result Report is automatically printed when a communication error occurs or a broadcast transmission is completed, even when this function is turned OFF.) ⇨ pp. 9-3, 9-4, 9-5

7. Initial User Data

1. Date & Time
Sets the date and time-of-day for your machine. ⇨ pp. 2-12, 2-14

2. User Fax No.
Sets the fax no. of your machine. ⇨ pp. 2-12, 2-15

3. User Name
Sets your name. ⇨ pp. 2-12, 2-16

4. User Password
Sets your password.
The password set here is used for Password TX and Password RX ⇨ pp. 2-12, 2-17, 5-16, 5-25

8. PC I/F

Sends and receives data between the personal computer and a remote fax.
Scanning and printing functions are also available when connected to a PC.

Chapter 9

Printing Reports

This chapter covers the various kinds of reports that can be printed to check the results of communications and settings made.

Outline of Reports

List of Reports

The fax prints various types of reports allowing you to check the communications results and the details of settings made.

Report Name	Description	Printing	
		Auto	Manual
TX Result Report	Prints a list of the result of a transmission after it has been completed.	O	O
RX Result Report	Prints out a list of the results when receiving a confidential or multi-polling document, or when errors occur during reception.	O	O
Telephone No. List	Prints a list of destinations which have been programmed for One Touch Dial and Speed Dial.	X	O
Activity Report	Prints a list of results of the past 60 communications.	O	O
Memory Data List	Prints a list of the documents to be transmitted and those that have been received and stored in memory.	X	O
Memory Image Print	Prints the part of the image of a document stored in memory which has yet to be transmitted.	X	O
Mailbox List	Prints a list of mailbox documents received and stored in memory.	X	O
Key Setting List	Prints a list of the settings made for Group Dial and Program Dial.	X	O
Broadcast Reservation Report	Prints a list of reservations made for broadcast transmission.	O	X
Polling Reservation List	Prints a list of the contents of reservations for multi-polling reception.	O	X
Machine Status List	Prints a list of current settings made for the SET and other utilities.	X	O
Power Failure Report	Prints a list of documents whose data has been lost and which were not transmitted due to a power failure occurring while the documents were stored in memory.	O	X
Backup RAM Error Report	Before turning OFF the power, prints out a list of the SET utilities, etc., which were not stored in the Backup RAM because of memory error.	O	X

Printing a Report

A report may be automatically printed or manually done only when necessary.

Auto Printing

Auto printing is set using the SET utilities.

- When auto printing is set to ON, the report is printed automatically when printing conditions are met.
- When auto printing is set to OFF, the report is not printed even when printing conditions are met.

NOTE

There is no need to set auto printing for a Power Failure Report and Backup RAM Error Report which is automatically printed when printing conditions are met.

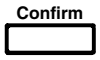
Manual Printing

Setting for manual printing is made using the Confirm function.

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

2 Press the Confirm key.



4503U07I

3 Press the Right Arrow key to select Report.

4503UC3I

4258U231

4 Press the Yes key.

4503UAI

The screen now prompts you to select the type of report.

4503U918

5 Press the Confirm key or Up or Down arrow key to select the desired report.

Confirm, Down: Next screen page
Up : Previous screen page

4503U07I

6

CONFIRM Key	Reports
-	TX RESULT REP.
Once	RX RESULT REP.
Twice	TELEPHONE NO. LIST
Three times	ACTIVITY REPORT
Four times	MEMORY DATA LIST
Five times	MEMORY IMAGE PRINT
Six times	MAILBOX LIST
Seven times	KEY SETTING LIST
Eight times	MACHINE STATUS LIST

4503U901

Example: Mailbox List

4503U76I

4258U233

7 Press the Yes key.

4503UAI

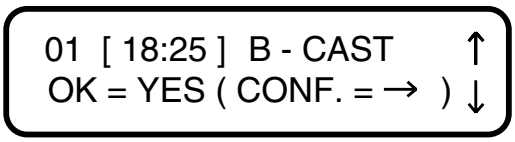
This lets the fax start printing the report.

4258U234

NOTE

The following screen only appears for Memory Image Print to prompt you to select a document.

Example: Document to be transmitted by Broadcast



4258U235

- *Using Up and Down arrow keys and the Confirm key, select the desired document from among those stored in memory.*
- *Press the Yes key.*
- *This lets the fax start printing the report.*

Description of Each Report

TX Result Report

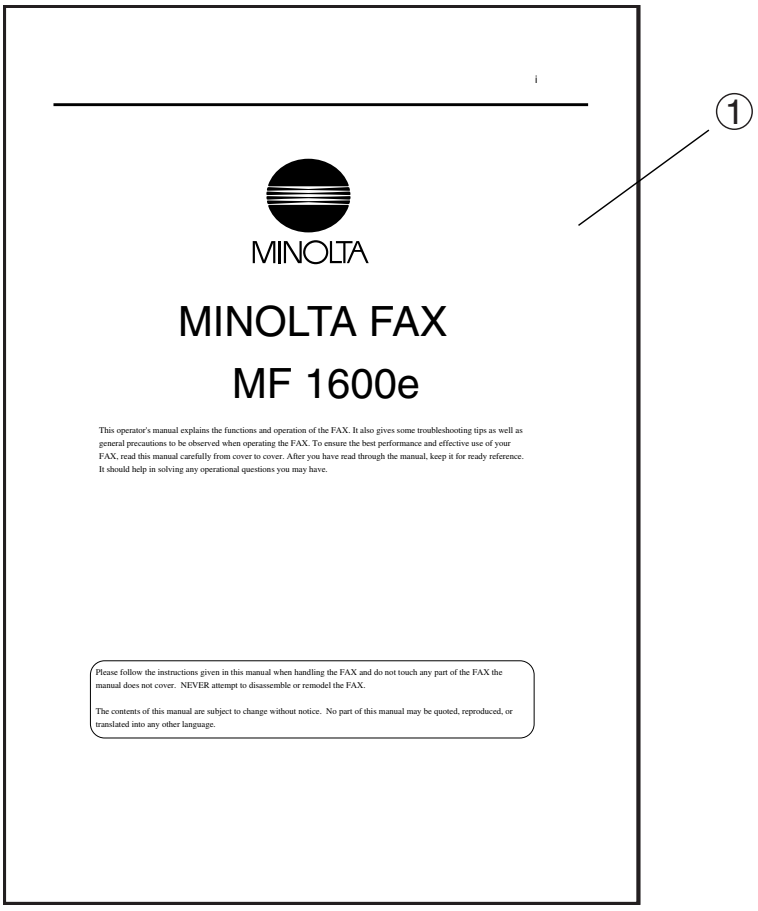
Prints the result of a transmission after it has been completed. If a memory transmission is made, part of the document transmitted is also printed. The function can be used to check whether a transmission has been successful.

When the TX/RX Result Report function of "Reporting" available in the SET utilities has been set to ON, the report is automatically printed after the transmission has been completed. ⇨ pp. 8-1, 8-6

The report is, however, automatically printed even with TX/RX Result turned OFF under the following conditions:

- At the end of a broadcast transmission
- When a communication error occurs (The first page of the image not transmitted is also printed.)

Example: When a memory transmission has been normally completed.


①
MINOLTA
MINOLTA FAX
MF 1600e
This operator's manual explains the functions and operation of the FAX. It also gives some troubleshooting tips as well as general precautions to be observed when operating the FAX. To ensure the best performance and effective use of your FAX, read this manual carefully from cover to cover. After you have read through the manual, keep it for ready reference. It should help in solving any operational questions you may have.
Please follow the instructions given in this manual when handling the FAX and do not touch any part of the FAX the manual does not cover. NEVER attempt to disassemble or remodel the FAX.
The contents of this manual are subject to change without notice. No part of this manual may be quoted, reproduced, or translated into any other language.

4503U902

TX RESULT REPORT

FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM.TIME	MODE	RESULT
TX	1	OSAKA	OCT.17	17:19	8	0H05' 14"	FINE	ECM OK

4503U903

① **Image transmitted by memory**
The first page of the document transmitted by memory is printed at 50% reduction.

TX Result Report

Example: When a communication error occurs

①
MINOLTA
MINOLTA FAX
MF 1600e
This operator's manual explains the functions and operation of the FAX. It also gives some troubleshooting tips as well as general precautions to be observed when operating the FAX. To ensure the best performance and effective use of your FAX, read this manual carefully from cover to cover. After you have read through the manual, keep it for ready reference. It should help in solving any operational questions you may have.
Please follow the instructions given in this manual when handling the FAX and do not touch any part of the FAX the manual does not cover. NEVER attempt to disassemble or remodel the FAX.
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4503U902

TX RESULT REPORT

FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM.TIME	MODE	RESULT
TX	1	OSAKA	OCT.27	17:20	3	0H 01' 32"	STD	NG
		E3810 : ERROR PAGES DURING TX						
		ERROR PAGE : 1 , 2						

② ③

4503U904

① **Image not transmitted**
The first page of the document which was not successfully transmitted is printed at 50% reduction.

② Indicates the page on which the error occurred.

③ **Error code**
Shows the cause of the error.

RX Result Report

Prints the result of a document received by mailbox or multi-polling. It is used to check whether a reception by mailbox or multi-polling has been successful.

When the TX/RX Result Report function of "Reporting" available in the SET utilities has been set to ON, the report is automatically printed after a document has been received by mailbox. ➪ pp. 8-1, 8-6

The report is, however, automatically printed even with TX/RX Result turned OFF under the following conditions:

- At the end of multi-polling reception.
- When a communication error occurs.

Example: When a mailbox reception has been normally completed.

RX RESULT REPORT

FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM. TIME	MODE	RESULT
RX	1	OSAKA BRANCH	OCT.26	17:15	2	0H 01' 41"	STD	ECM OK

4503U905

Example: When a communication error occurs

RX RESULT REPORT

FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	COMM.TIME	MODE	RESULT
MAILBOX RX	1	OSAKA	OCT.27	17:20	3	0H 01' 32"	STD	NG
		E3810 : ERROR PAGES DURING RX						
		ERROR PAGE : 1 , 2						

① ②

4503U906

① Indicates the page on which the error occurred

② **Error code**
Shows the cause of the error.

Telephone No. List

Prints a list of fax numbers and other data for the other destinations registered for One Touch Dial and Speed Dial. This function is used to check on the data programmed. ⇨ p. 3-1
Example:

TELPHONE NO. LIST

ONE TOUCH DIAL

OT NO.	DESTINATION STATION	DESTINATION NUMBER	HIGH / LOW ②	SET DATE
OT 01.	OSAKA	OP 0077 06 763 3118 ①	LOW	25. 08. '98

SPEED DIAL

SP NO.	DESTINATION STATION	DESTINATION NUMBER	HIGH / LOW	SET DATE
SP 01.	NAGANO BRANCH	OP 011 81 262 91 1330	HIGH	25. 08. '98

4503U907

① Sub Address, if programmed, appears here.

② Modem Speed

Activity Report

Prints a list of the results of the last 60 communications. It is used to check on whether a communication has been successful, the number of communications made, and communication time.

When the Activity Rep. function of "Reporting" available in the SET utilities has been set to ON, the report is automatically printed as soon as there are 60 communications. ⇨ pp. 8-1, 8-6
Example:

ACTIVITY REPORT

NO. ①	COUNTER	DATE	TIME	TX/RX	DESTINATION STATION	PAGE	COMM. TIME	MODE ③	RELT ②
1	T/ 000001	SEP.17	09 : 30	TX	OSAKA 03 345 0987	1	0 H 01' 25"	STD	OK ECM
	TOTAL			TX		1	0 H 01' 25"		
				RX		0	0 H 00' 00"		

④ ⑤

4503U908

① **Total count**
Shows the total number of communications made since the installation of the fax, classified by transmission and reception.
Example:
T/000423: The 423rd document transmitted
R/000033: The 33rd document received

② **Communication result**

③ **Resolution**

④ **Total transmission time**
Total amount of time spent for transmission of the 60 communications.

⑤ **Total reception time**
Total amount of time spent for reception of the 60 communications.

Memory Data List

Prints a list of the data stored in memory. It is used when you want to know the document or documents to be transmitted and/or printed.

Example:

MEMORY DATA LIST

JOB	TIMER	FUNCTION	NO.	DESTINATION STATION	PAGE
01	14 : 30	BROADCAST	1	SP-02 OSAKA	12
			2	SP-03 TOKYO SUB : 12345678901234567890	
			3	SP-10 KYOTO	
			4	OP 0061P 044 989 6379	
			5	OP 0061P 0798 73 1491	
02		TX		SP-33 USER 1	3

4503U909

Memory Image Print

Prints the part of the document stored in memory and yet to be transmitted. It gives you a chance to check the contents of the document to be transmitted.
* The stored image of the document to be transmitted by Mail Box TX cannot be printed out.
Example:

①
MINOLTA
MINOLTA FAX
MF 1600e
This operator's manual explains the functions and operation of the FAX. It also gives some troubleshooting tips as well as general precautions to be observed when operating the FAX. To ensure the best performance and effective use of your FAX, read this manual carefully from cover to cover. After you have read through the manual, keep it for ready reference. It should help in solving any operational questions you may have.
Please follow the instructions given in this manual when handling the FAX and do not touch any part of the FAX the manual does not cover. NEVER attempt to disassemble or remodel the FAX.
The contents of this manual are subject to change without notice. No part of this manual may be quoted, reproduced, or translated into any other language.

4503U902

MEMORY IMAGE PRINT ②

FUNCTION	NO.	DESTINATION STATION	DATE	TIMER	PAGE	MODE
BROADCAST	1	OSAKA	OCT. 26	20 : 02	3	SF
	2	TOKYO SUB : 12345678901234567890				

4503U910

① **Image to be transmitted**
The first page of the document stored in memory is printed at 50% reduction.

② **Resolution**

Mailbox List

Prints a list of mailbox documents received and stored in memory. It is used to check for reception of mailbox documents. ⇨ p. 4-17

* Only two mailboxes are available for this machine, but that can be increased to five when an optional memory board is installed.

Example:

① MAIL BOX LIST

BOX-NO.	BOX-ID	DESTINATION STATION	DATE	TIME	PAGE	RESULT
1	＊＊＊＊	ORGANIZATION	OCT. 20	12 : 01	3	ECM OK
2	＊＊＊＊				-	

4503U911

① **Mailbox ID**
The asterisks (****) indicates that a mailbox ID has been defined and "none" indicates that no mailbox ID has been defined.

Key Setting List

Prints a list of settings made for Group Dial and Program Dial. ⇨ pp. 5-4, 5-13
It allows you to check the functions you have set for Group Dial and Program Dial (One Touch Keys).

Example:

① KEY SETTING LIST

KEY-NO.	TIMER	FUNCTION	NO.	DESTINATION STATION	SET DATE
OT- 17	12 : 30	BROADCAST	1	SP - 02 OSAKA	05. 01. '98
			2	SP - 03 TOKYO SUB : 12345678901234567890	
			3	SP - 99+12345678901234567890123456789	
			4	OP 0061P 044 989 6379	
			5	OP 0061P 0789 73 1491	
OT- 18	16 : 50	BROADCAST	1	SP - 33 USER 1	25. 01. '98
			2	SP - 34 CAR FACTORY 1	
			3	SP - 35 CAR FACTORY 2	
OT- 19	16 : 50	POLLING RX	1	SP - 19 CAR FACTORY 3	21. 01. '98
			2	SP - 20 CAR SERVICE SEP : 12345678901234567890	

4503U912

① One Touch Keys

Broadcast Reservation Report

Prints a list of stations selected for broadcast transmission. It can be used to check for the destinations to which a broadcast transmission is to be made. ⇨ p. 4-3

When the Reservation Report function of "Reporting" available in the SET utilities has been set to ON, the report is automatically printed before the broadcast transmission is started. ⇨ pp. 8-1, 8-6

Example:

BROADCAST RESERVATION REPORT

DATE	TIMER	FUNCTION	NO.	DESTINATION STATION	PAGE	MODE
OCT. 27	21:00	BROADCAST	1	SP - 02 OSAKA	12	STD/HT
			2	SP - 03 TOKYO		
			3	SP - 10 HONG KONG SUB : 12345678901234567890		
			4	GROUP TAIPEI		
			10	OP 0061P 044 989 6379		
			11	OP 0061P 0798 73 1491		

4503U913

Polling Reservation Report

Prints a list of stations selected for polling reception. It is used to check which parties you are going to receive documents from by polling. ⇨ p. 4-24

When the Reservation Report function available in the SET utilities has been set to ON, the report is automatically printed before the polling reception is started. ⇨ pp. 8-1, 8-6

Example:

POLLING RESERVATION REPORT

DATE	TIMER	FUNCTION	NO.	DESTINATION STATION
OCT. 27		POLLING RX	1	SP - 40 JAPANESE COMPANY (TOKYO)
			2	SP - 41 JAPANESE (NAGOYA) SEP : 12345678901234567890
			3	SP - 42 JAPANESE (HOKKAIDO)
			4	SP - 43 JAPANESE (FUKUOKA)

4503U914

Machine Status List

Prints a list of settings made on your fax machine, including those for Initial User Data and SET utilities.

- Initial User Data ⇨ p. 2-12
- One Touch Dial, Speed Dial ⇨ p. 2-18
- SET Utilities ⇨ pp. 5-1, 8-1

Example:

MACHINE STATUS LIST

• • INITIAL USER DATA • •

SET DATE	20 04 '98
USER FAX NO.	03 1234 5678
USER NAME	NAGANO BRANCH
USER PASSWORD	1234

• • DIAL REGISTRATION • •

ONE TOUCH DIAL	16 / 20 RESERVED	
SPEED DIAL	49 / 100 RESERVED	
GROUP / PROGRAM DIAL	(17) : GROUP (19) : OT	(18) : PROGRAM (20) : none

• • SCANNING & PRINTING • •

RESOLUTION	FINE (HALF TONE)
SCAN CONTRAST	DARK <□□■□□ > LIGHT
I / T SEPARATION	ON
PRINT DENSITY	DARK <□□□■□□□ > LIGHT
REC. PAPER SIZE	TRAY 1 : A4

• • TX OPERATIONS • •

PAGE COUNT TX	OFF
PASSWORD TX	OFF
HEADER	ON

4503U915

Example:

• • RX OPERATION • •

MEMORY RX MODE	ON TIME : 22 : 00 PASSWORD : ＊＊＊＊
NO. OF RINGS	5
MULTI PAGE PRINT	ON PAGE : 5
REDUCTION RX	OFF
CONFIDENTIAL MAILBOX	(1) ID : ＊＊＊＊ ¥ MAIL : 3 PAGE
	(2) ID : none
	(3) ID : ＊＊＊＊ ¥ MAIL : none
	(4) ID : ＊＊＊＊ ¥ MAIL : 5 PAGE
	(5) ID : none
PASSWORD RX	OFF
FOOTER	ON
MANUAL RX MODE	OFF

• • MACHINE OPERATIONS • •

POWER SAVE MODE	TIMER (ON = 22:00 OFF = 08 : 40)
LCD CONTRAST	DARK < □□□■□□□ > LIGHT
TONE / PULSE	PULSE (20PPS)
BUZZER VOLUME	LOW
G3 ECM	OFF

• • PC I / F • •

PC MODE	OFF
NO. OF RINGS FOR PC	5
BAUD RATE	AUTO

• • REPORTING • •

ACTIVITY REPORT	ON
RESERVATION REPORT	OFF
TX / RX RESULT REPORT	ON

• • OTHER STATUS • •

TIMER RESERVATION	15 / 20 Reserved
POLL. TX RESERVATION	Reserved
TX / RX TOTAL PAGES	TX : 123456 RX : 123456 PRINT : 123456
REMARKS	TONER EMPTY

4503U916

Power Failure Report

Prints a list of documents which have been lost or which have not been transmitted due to a power failure occurring when documents are in memory. The report is printed when power is thereafter recovered.

Example:

POWER FAIL REPORT

COMMUNICATION HAS BEEN CANCELED
DUE TO POWER FAILURE.

• • • LIST OF CANCELED COMMUNICATIONS • • •

1. MEMORY RX

DATE	TIME	FUNCTION	NO.	DESTINATION STATION	PAGE	MODE
AUG. 29	17:25	MAILBOX RX	BOX1	MAIN BANK	1	STD
AUG. 30	17:25	MAILBOX RX	BOX1	CITY BANK	1	STD

2. RESERVED COMMUNICATIONS (without TIMER)

SET DATE	TIMER	FUNCTION	NO.	DESTINATION STATION	PAGE	MODE
AUG. 31	-	BROADCAST	3	OP0061P0449896379	3	STD
			4	OP0061P0780000000		

2. RESERVED COMMUNICATIONS (with TIMER)

SET DATE	TIMER	FUNCTION	NO.	DESTINATION STATION	PAGE	MODE
AUG. 31	15:00	BROADCAST	41	SP - 40 FACTRY1	1	STD/HT

4503U917

Backup RAM Error Report

The data set by the Set function is stored in the Backup RAM and retained regardless of whether the fax is turned ON or OFF. Therefore, you never have to reset them. However, there is a possibility that a memory error may occur for some reason that compromises data integrity. (Settings return to the initial state.) The Backup RAM Error Report function prints out a list of the data set and indicates which have been compromised by memory error.

If there is a data memory error when the power is turned ON, a report is printed out. Check the report for data which is in error and reset them again. Then contact your Technical Representative and inform them of the Backup RAM Error Report.

Example:

BACKUP RAM ERROR REPORT

DATA HAS BEEN LOST
DUE TO BACKUP RAM ERROR.

• • LIST OF BACKUP RAM DATA • •

ITEM		① RESULT
DIAL REGISTRATION DATA	ONE TOUCH DIAL	OK
	SPEED DIAL	OK
	GROUP DIAL	OK
	PROGRAM DIAL	OK
SCANNING & PRINTING DATA	RESOLUTION	NG
	SCAN CONTRAST	NG
	I / T SEPARATION	NG
	PRINT DENSITY	NG
	REC. PAPER SIZE	OK

4503U919

① **Communication result**
OK : Data remains
NG : Data has been lost

Chapter 10

Functions Performed Using a PC

This chapter covers the enhanced functions that can be performed by hooking your fax up to a personal computer.

Outline of Functions Performed Using a PC

Your fax is equipped with a standard interface for connection to a personal computer (PC). It can serve as a multi-functional product when connected to a PC, thus greatly enhancing its capabilities.

Printer Function

When connected to a PC, the fax can function as a printer. Documents created on a PC can be printed out on the fax machine.

Confirm that the machine is in the PC mode. Then, fax-transmit the data from the PC to the telephone number "888." The machine prints the data only when the dial number is "888."

Scanner Function

When connected to a PC, the fax can function as a scanner. Documents can be scanned in via the fax and displayed and stored on the PC.

Confirm that the machine is in the PC mode. Then, set a document in the machine, enter the number "888," and then press the START button. The machine scans the document while encoding the image data of the document, and transfers the data to the PC, so that the PC receives the data as if it were receiving from an other fax machine.

The number "888" commonly used by PC SCAN and PC PRINT can be changed by using the soft switch function in the serviceman mode. Please contact your Technical Representative for more imformation.

PC Fax Function

When connected to a PC, the fax can transmit/receive directly from the PC.

This means that you can prepare a document on a PC and without having to print it, directly transmit the document by fax to another party. You can also receive a fax document from another party and receive it directly at your PC or print it.

PC mode setting items

PC MODE:
Select one from among "OFF," "TX," and "TX/RX."

When "OFF" is selected, the machine does not accept any command from the PC, and fax-transmits/receives the data.

When "TX" is selected, the PC fax-transmits the data. The machine can fax-transmit the data only in the manual mode through an external telephone. The data is fax-received by the machine. However, when it is routed through the external telephone, the data can be fax-received by the PC as well.

When "TX/RX" is selected, the PC fax-transmits/receives the data. The machine can fax-transmit/receive data only in the manual mode through an external telephone. However, if there is no response from the PC in fax-receiving, the machine will fax-receive the data and print it instead.

System Requirements

Interface cable: RS-232C (Straight)
PC end: 9-pin D-sub Female
FAX end: 9-pin D-sub Male
Baud Rate: 19,200 bps
Software: Conformable to AT command
EIA-578 class fax control command

Chapter 11

Maintaining your Fax

This chapter covers the procedures to be used for adding and changing supplies and maintaining your Fax.

Replenishing Supplies and Changing Cartridges

Loading Paper

Types of Paper

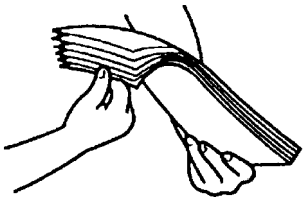
Use only the following types of paper.

Type : Plain paper, recycled paper
Weight : 60 g/m^2 to 90 g/m^2 or 16 to 24 lbs.
Size : A4 lengthwise, 8-1/2" x 11" (Letter lengthwise), 8-1/2" x 14" (Legal lengthwise)

Capacity : Paper Feeding Tray: Up to 250 sheets

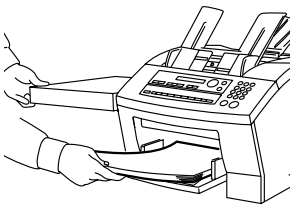
Loading Paper on the Paper Feeding Tray

1 Fan the paper stack thoroughly and align its edges.



4503UB01

2 Load the paper stack in the tray so that its front side (the side facing down when the package was unwrapped) faces down.

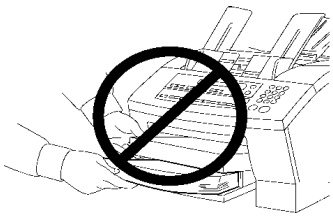


4503UB19

Reinstall the Document Exit Tray.

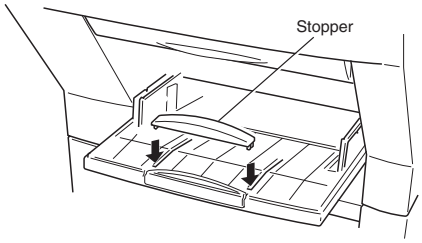
NOTE 1

- *Do not load more than 250 sheets of paper on the tray, as a paper misfeed could result.*



4503UB02

- *When paper remains in the tray, do not load more paper on the remaining paper.*
- *If you load the paper forcibly, it may cause a paper misfeed.*
- *When you want to replenish the paper, take out the remaining paper and stack it on the additional paper.*
- *Then fan the paper and load it.*
- *MINOLTA recommends replenishing the paper supply only when the Paper Tray is empty.*
- *Please attach stopper befor loading 8-1/2"* x *11" paper onto the paper tray. Place the stopper tabs into the trackson the tray and slide the stopper up against the edge of the recording paper.*



4503UB03

NOTE2

- *When you use LEGAL paper, please remove the stopper and keep it.*

3 When changing the paper size, register the new size with the Set function.
⇨ p. 11-2

Setting the Paper Size

1 Check that the message "SET DOC. FACE DOWN" is shown on the Message Display.

4503U229

2 Press the Set key twice.

4503U82I

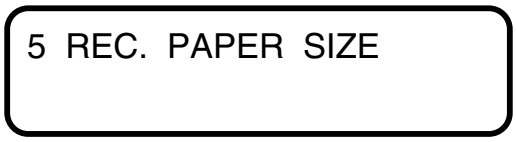
The Scanning & Printing screen appears.

4503UB03

3 Press "5" of the Numeric keys.

4503UF5I

The "Rec. Paper Size" screen appears.



4503UB04

4 Using the Left or Right Arrow key, select the size of the paper to be used.

4503UC7I

4503UB05

A4: A4 lengthwise
LT: Letter lengthwise
LG: Legal lengthwise (displayed when optional memory installed)

NOTE
LG is displayed and can be selected when optional memory is installed.

5 Check that you have made the correct setting, then press the Yes key to validate the paper size setting.

4503UAI

6 Press the No key to exit from the SET utilities.

4503UBI

Make sure that the initial screen appears.

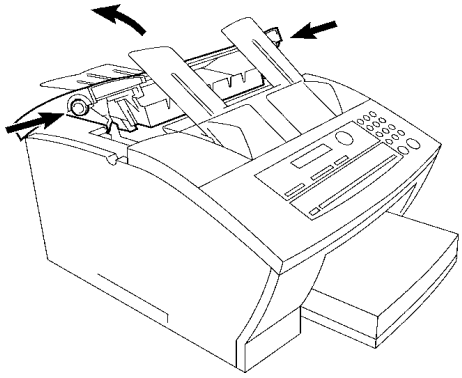
4503U229

Changing the Toner Cartridge

The Toner Cartridge contains toner that can make up to 3,000 (Initial 3000, After 6000) Letter (or A4) size prints. (The number of prints is calculated based on an average image density equivalent to a black-to-white ratio of 5% or lower. The actual number of prints may be more or less depending on the image density of the documents you receive.)

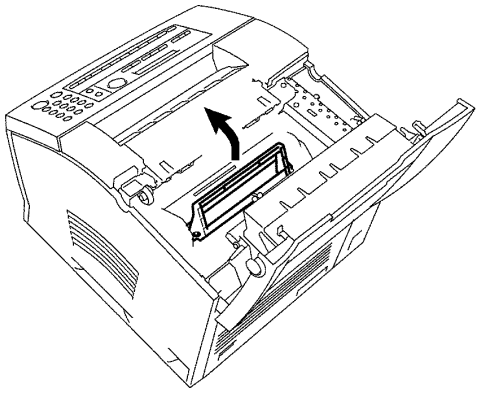
As the amount of toner available for use in the Cartridge becomes less and less, the print image gradually gets lighter. If that happens, remove the Toner Cartridge from the fax, shake it two to three times, and reinstall it in the fax. If this still does not make the image darker, follow the procedure given below to replace the Toner Cartridge with a new one.

1 Pressing the Print Cover Lock Release Button, swing open the Print Cover.



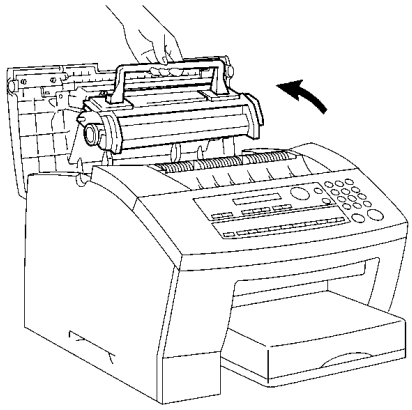
4503UB06

2 Lift the handle of the Toner Cartridge to the upright position.



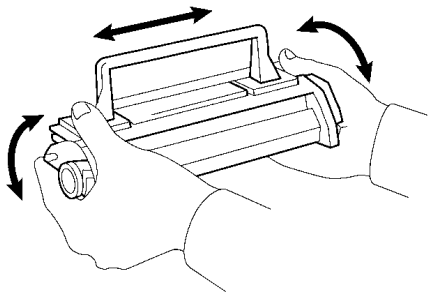
4503UB21

3 Remove the used Toner Cartridge from the fax.

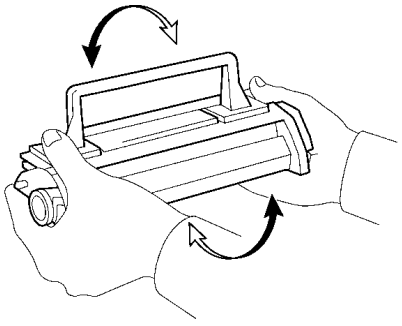


4503UB07

4 Remove a new Toner Cartridge from its carton and, holding the cartridge as shown, shake it well.

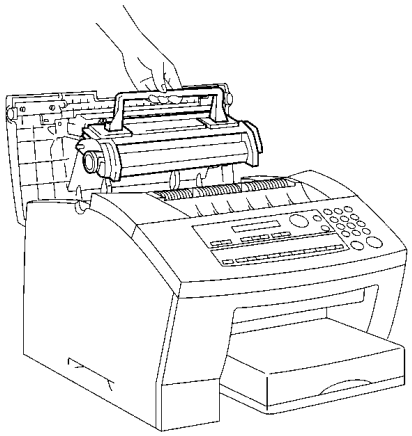


4503U126



4503U127

5 Install the new Toner Cartridge into the fax, making sure that the four pins of the cartridge (two each at the right and left sides) fit in the slots inside the fax frame.



4503U110

NOTE

Setting marks showing the direction and order of installation of the Drum Cartridge and Toner Cartridge are stuck to the FAX body, the Drum Cartridge and Toner Cartridge. Install the cartridges as shown by them.

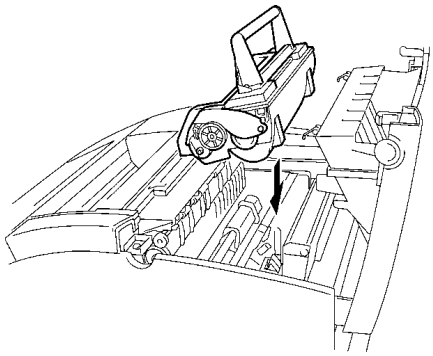
Distinction of direction by color:

Right: Yellowish green
Left: Blue

Distinction of order by number (Stuck on the right side):

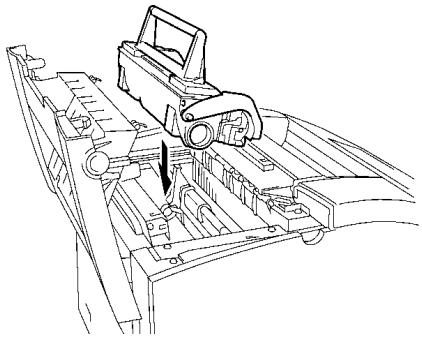
1: Drum Cartridge
2: Toner Cartridge

Right side



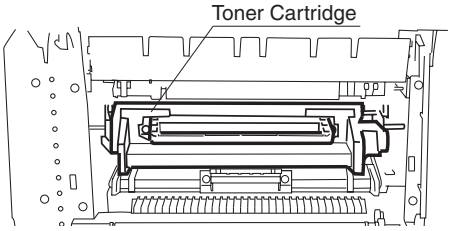
45203U112

Left side



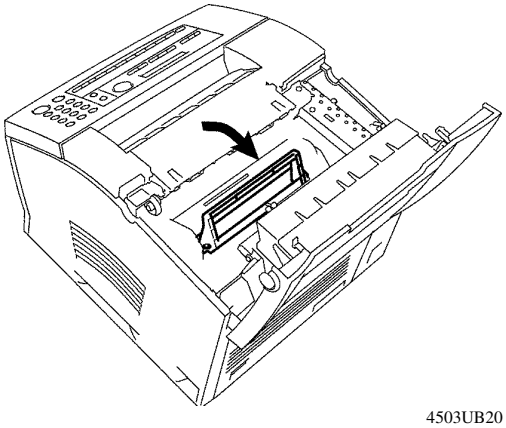
4503U111

Top view



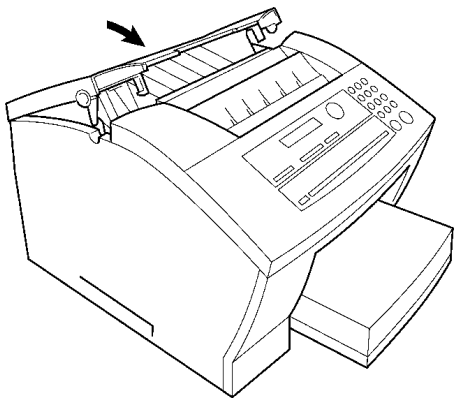
4503UB09

6 Push the handle of the Toner Cartridge to fix the Toner Cartridge.



4503UB20

7 Close the Printer Cover, being sure to press down on the Upper Unit as shown below to lock the Printer Unit into position.

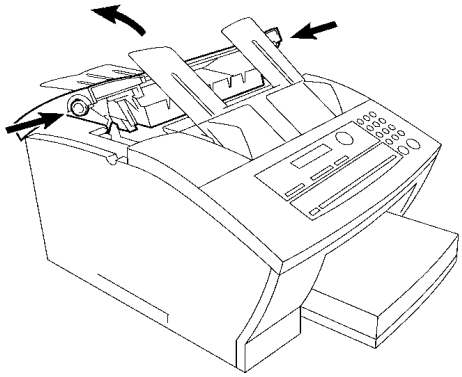


4503UB14

Changing the Drum Cartridge

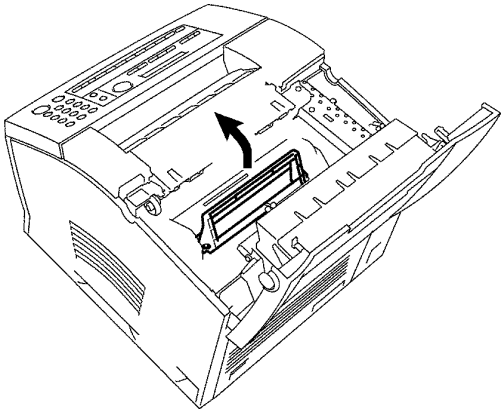
The Drum Cartridge can make up to about 20,000 Letter (or A4) size prints (although the number of prints depends on the image density). After the Drum Cartridge has produced more than 20,000 prints, the print image can become faint and blurred. If this happens, follow the procedure given below to replace the Drum Cartridge with a new one.

1 Pressing the Printer Cover Lock Release Button, swing open the Printer Cover.



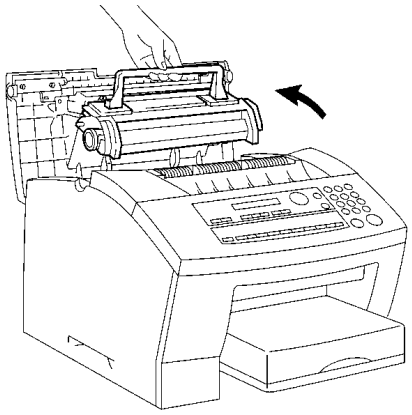
4503UB06

2 Lift the handle of the Toner Cartridge to the upright position.



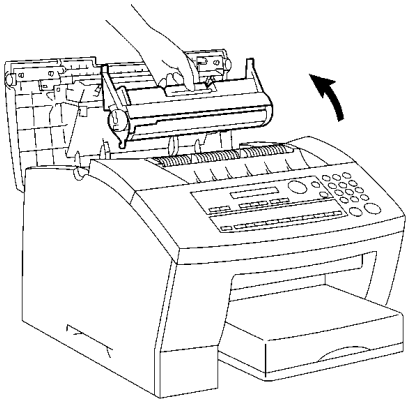
4503UB21

3 Remove the used Toner Cartridge from the fax.



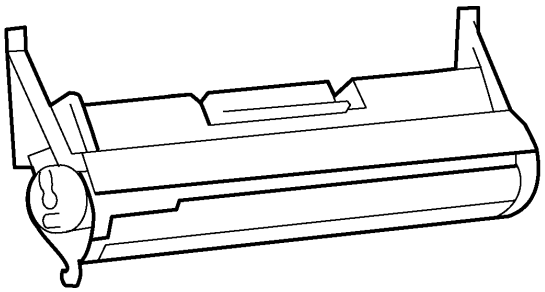
4503UB07

4 Remove the old Drum Cartridge from the fax.



4503UB11

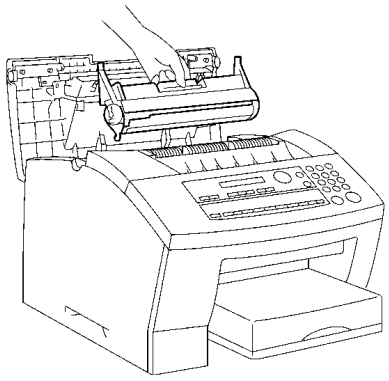
5 Take the new Drum Cartridge out of its carton.



4503U124

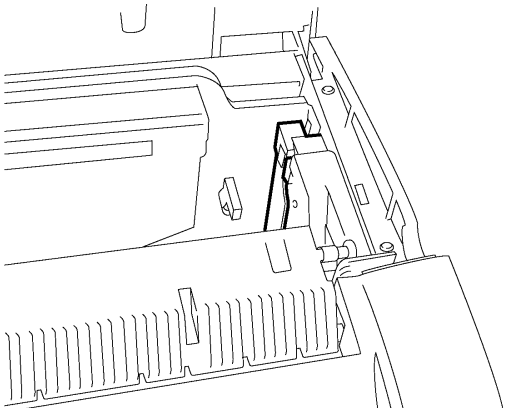
NOTE
If the Drum Cartridge is not to be immediately installed in the fax, be sure to cover it with a cloth to prevent light from striking it.

6 Install the Drum Cartridge in the fax, aligning its projections with the slots inside the fax frame.



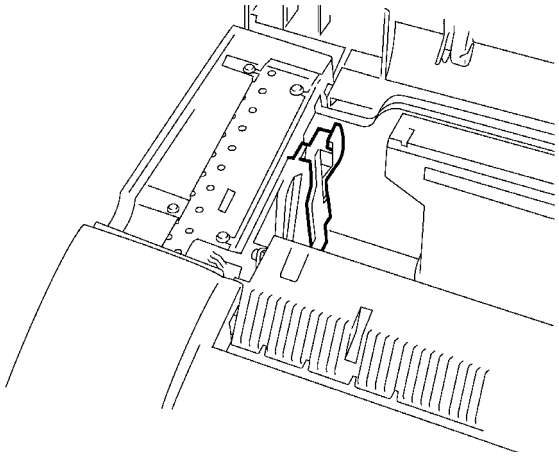
4503U105

Right side



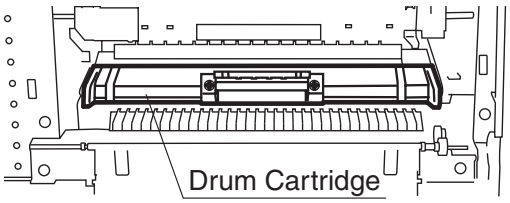
4503U106

Left side



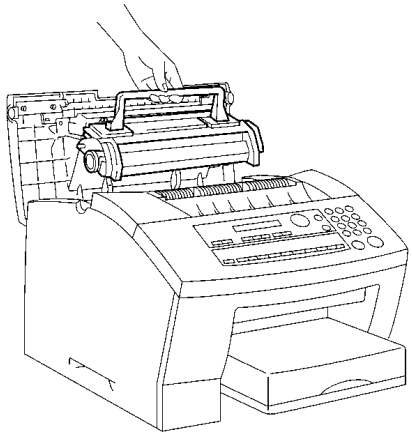
4503U107

Top view



4503UB13

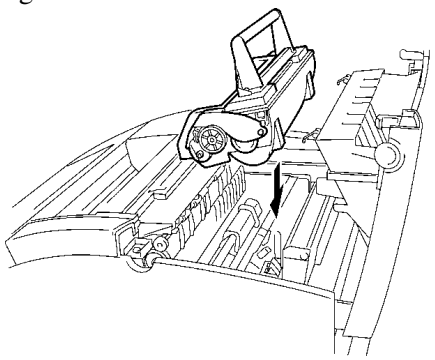
7 Install the Toner Cartridge in the fax, making sure that the four pins of the cartridge (two each at the right and left sides) fit in the slots inside the fax frame.



4503U110

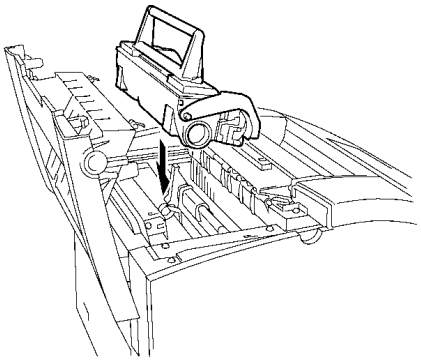
NOTE
Setting marks showing the direction and order of installation of the Drum Cartridge and Toner Cartridge are stuck to the FAX body, the Drum Cartridge and Toner Cartridge. Install the cartridges as shown by them.
Distinction of direction by color:
Right: Yellowish green
Left: Blue
Distinction of order by number (Stuck on the right side):
1: Drum Cartridge
2: Toner Cartridge

Right side



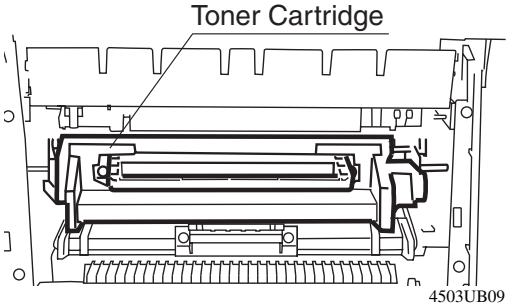
4503U112

Left side



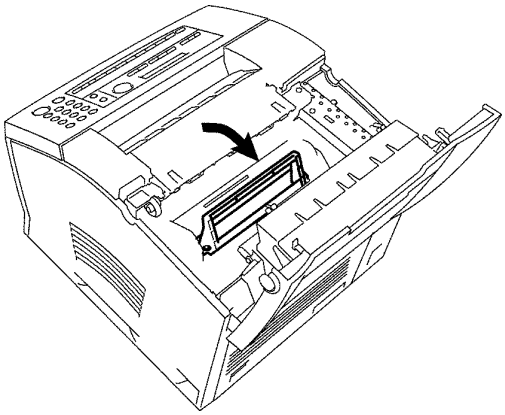
4503U111

Top view



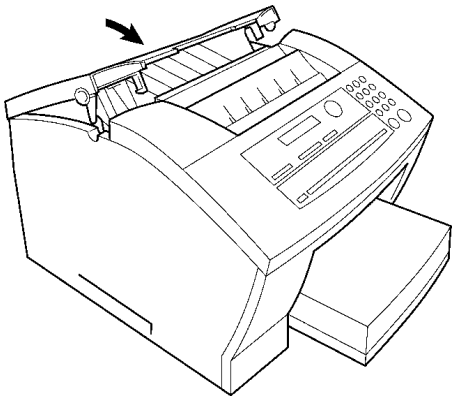
4503UB09

8 Push the handle of the Toner Cartridge to fix the Toner Cartridge.



4503UB20

9 Close the Printer Cover, being sure to press down on the Printer Unit as shown below to lock the Printer Unit into position.



4503UB14

Cleaning the Fax

Dust, dirt, and paper dust on the surfaces inside and outside of the fax can interfere with proper fax performance and quality. Clean the fax at regular intervals.

NOTE

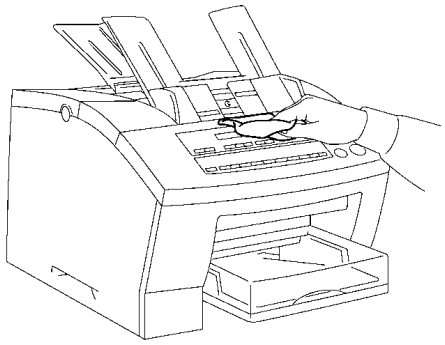
- *Before starting the cleaning procedure, be sure to turn OFF the Power Switch and unplug the power cord from the outlet.*
- *Use a soft cloth for the cleaning. Do not use abrasives or corrosive detergent.*

⚠ ATTENTION

The fusing section of the Printer Cover can become very hot during operation. Do not touch the area as it may cause a burn.

Cleaning the Outside

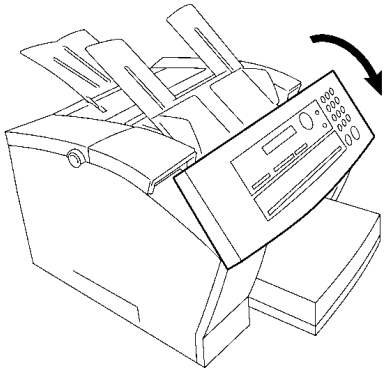
Using a soft cloth dampened with mild dishwashing detergent, wipe the outside of the fax clean of dirt.



4503UB15

Cleaning the Inside

1 Open the Scanner Cover.



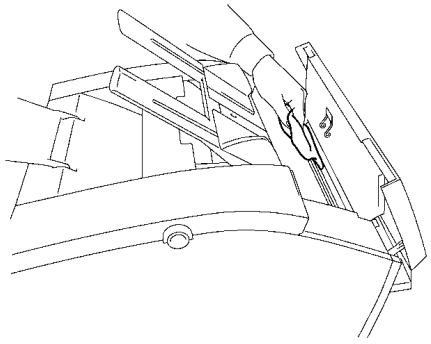
4503UB22

NOTE

When you are cleaning with the Scanner Cover open, be sure to hold the Scanner Cover with one hand.

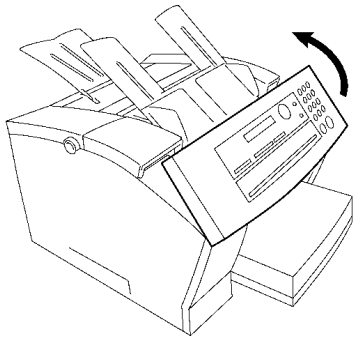
2 Using a soft cloth, wipe the surface of the Contact Image Sensor clean of dirt and paper dust.

3 Clean the dirt and lint off the surface of the Document Feeding Roller with a soft cloth.



4503UB17

4 Close the Scanner Cover.



4503UB24

Chapter 12

Troubleshooting

This chapter covers what each of the major messages given on the Message Display means and recommended actions. It also gives you some troubleshooting tips together with the recommended corrective procedures to follow.

When a Message Appears

The fax warns you of a wrong operation or malfunction by the LED, alarm, and message as detailed below. These pages cover the meaning of the LED indications, alarms, and messages, together with action you can take to correct the problem.

LED Indication

LED Indication	Description	Action
ON 	Machine Trouble. A minor malfunction has occurred.	Take action as instructed on the display.
Blinking 	Machine Trouble. A malfunction has occurred in the machine.	Call your Technical Representative.

Alarm

Alarm	Description	Action
Three short intermittent beeps	An incorrect key has been pressed.	Press the correct key.
Short intermittent beeps lasting for 2 sec. (5 beeps/sec.)	A communication error has occurred.	Take action as instructed on the display.
Three longer intermittent beeps (at 0.8-sec. intervals)	Machine Trouble A minor malfunction has occurred.	Take action as instructed on the display.
Twenty intermittent beeps (at 0.8-sec. intervals)	Machine Trouble A malfunction has occurred in the machine.	Call your Technical Representative.

Typical Messages

These are the messages the manual will cover in detail. Take the necessary action as instructed. For any other messages, take action as instructed on the display.

Message	Cause/Symptom	Action
REDIAL ALL FAILED	The document is not transmitted to the other party even through repeated auto redial.	Press the Stop key, then try another transmission sequence.
COMM. ERROR	An error has occurred and communication was unsuccessful.	• At transmission Press the Stop key, then try another transmission sequence. • At reception Press the Stop key, then ask the other party to try another transmission.
NOT REGISTERED!	There is no destination information programmed in the One Touch key or Speed Dial you have just pressed.	Select the One Touch key or Speed Dial which contains the information of the destination you are trying to send to.
WRONG NUMBER SET	The date and time-of-day have been set incorrectly.	Make the correct setting. ➪ p. 8-1
WRONG RING COUNT	The number of rings has been set outside the authorized range.	
WRONG PAGE NUMBER	The number of pages of the document has been set outside the authorized range.	

Message	Cause/Symptom	Action
WRONG PAGE COUNT	The number of pages of the document transmitted does not equal the number of pages set with Page Count TX. (An incorrect number has been entered or an error occurred when the fax scanned the document.)	Check the number of pages again and retry the transmission.
WRONG ID NUMBER	The specified ID number is not set.	Enter the correct ID number.
NO M-BOX FUNCTION	The fax machine on the receiving end is not equipped with the mailbox communication function.	Cancel Mailbox TX and retry transmission.
WRONG MAILBOX ID	• At Mailbox TX The specified mailbox ID entered through your fax machine does not match the mailbox ID of the other party. • At Mailbox RX The mailbox ID specified by the other party does not match the mailbox ID programmed in your fax.	• At Mailbox TX ⇨ p. 4-14 Check for the correct mailbox ID of the other party, then retry transmission. Or, cancel Mailbox TX and retry transmission. • At Mailbox RX ⇨ p. 4-17 Advise the other party of the correct mailbox ID and ask them to retry the transmission. Or, ask the party to cancel Mailbox TX and retry transmission.
MAILBOX ID IS USED	• At Mailbox TX The mailbox you are trying to send to already contains a document so you are unable to transmit your document. • At Mailbox RX Another party is attempting to send you a mailbox transmission but is unable to because the mailbox they are trying to send to already contains a document.	• At Mailbox TX ⇨ p. 4-14 Ask the other party to print the document stored in the mailbox you want to use, then retry transmission. Or, cancel Mailbox TX and retry transmission. • At Mailbox RX ⇨ p. 4-17 Print the document stored in your mailbox. Then, ask the other party to retry transmission. Or, cancel Mailbox RX and then ask the other party to cancel Mailbox TX and retry transmission.
RESERV. JOB IS FULL	You cannot make a transmitting reservation of a document because the number of reservations is the maximum 20. Up to 20 transmitting reservations can be registered.	• You make a Manual transmission. ⇨ p. 6-4 • You make a transmitting reservation for a document after transmitting the reserved document. • Cancel the transmitting reservation of a document stored in memory by using "Cancel reservation of the Function utilities" and you make it again. ⇨ p. 4-31

Message	Cause/Symptom	Action
CAUTION MEMORY FULL	While your fax was scanning a document for memory TX, the memory became full and the fax was unable to send the entire document through memory TX.	• To transmit the portion of the document that has been scanned into memory: ⇨ p. 6-1 • Press the Start key. In order to increase memory capacity, print any documents which may be stored in memory or wait until some memory transmissions have been completed; then retry memory TX. • To cancel what has been scanned into memory: ⇨ p. 6-1 Press the Yes key. In order to increase memory capacity, print any documents which may be stored in memory or wait until some memory transmissions have been completed; then retry memory TX.
CAUTION MEM. FULL/RX CANCEL	While the fax was receiving a document during mailbox RX, memory RX, or memory substitute RX the memory became full and you are unable to execute RX using the memory.	Press the Stop key and print any documents stored in memory onto paper to increase the memory capacity. Then, ask the other party to retry transmission. ⇨ pp. 4-17, 5-19, 5-22
CAUTION MEMORY FULL	While the fax was scanning the document for Convenient Copy, it ran out of memory volume and was unable to perform the function.	Press the Stop key and print any documents stored in memory onto paper to increase the memory capacity. Then, try Convenient Copy again. ⇨ p. 7-3
CAUTION NO PAPER	The Document Feeding Tray has run out of paper.	Add paper. ⇨ p. 11-1
CAUTION PAPER SIZE ERROR	The size of the paper registered using the SET utilities does not represent that actually loaded in the Document Feeding Tray.	Change to the paper that has been programmed or change the setting of the paper size of the SET utilities to represent the paper size actually loaded in the tray. ⇨ pp. 11-1, 11-2
CAUTION TONER EMPTY	The fax has run out of Toner.	Change the Toner Cartridge. ⇨ p. 11-3
CAUTION SCANNER COVER OPEN	The Scanner Cover is open or loose.	Close the Scanner Cover.
CAUTION PRINTER COVER OPEN	The Printer Cover is open or loose.	Lock the Printer Cover in position.
CAUTION ORIGINAL DOC. JAM	A document misfeed has occurred.	Clear the misfeed by following the procedure given in "Clearing a Document Misfeed." ⇨ p. 12-4
CAUTION RECORDING PAPER JAM	A paper misfeed has occurred.	Clear the misfeed by following the procedure given in "Clearing a Paper Misfeed." ⇨ p. 12-5
CAUTION MACHINE TROUBLE	Machine Trouble. A fault has occurred in the machine.	Call your Technical Representative.

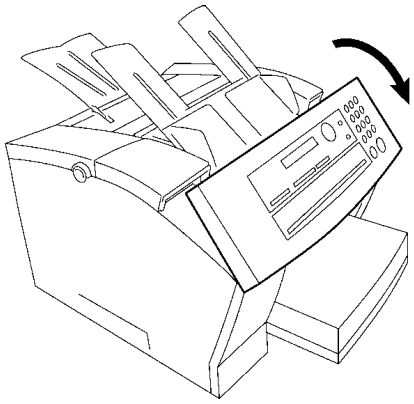
When a Document or Paper Misfeed Has Occurred

When a document or paper misfeed has occurred in the fax, clear the misfeed by following the procedure given below.

⚠ ATTENTION
The fusing section of the Upper Unit becomes very hot during operation. Do not touch the area as it may cause burns.

Clearing a Document Misfeed

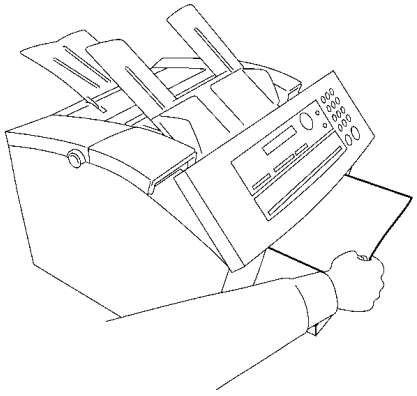
1 Open the Scanner Cover.



4503UB22

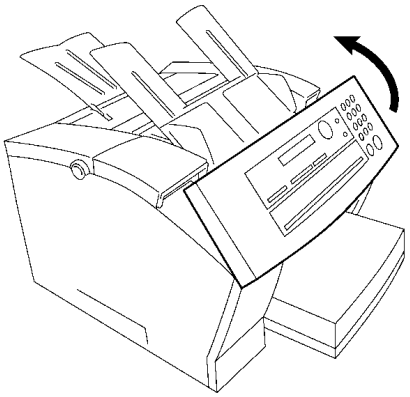
NOTE
When clearing a misfeed with the Scanner Cover open, be sure to hold the cover with one hand.

2 Pull out the page or pages from the Document exit port.



4503UC01

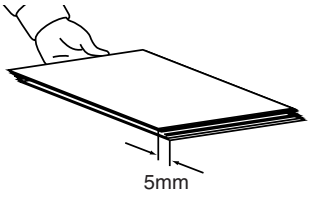
3 Close the Scanner Cover.



4503UB24

The error message is reset and the initial screen reappears.

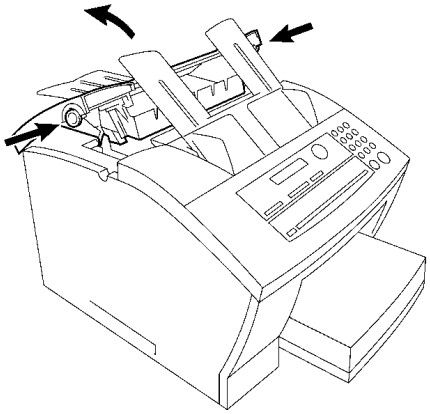
NOTE
If multi-page documents are misfed or piggy-backed (two or more sheets are stuck and fed together), set the documents with each page shifted and parted slightly from the beneath page as if the forefront of them form a wedge viewed from the side.



5403U324

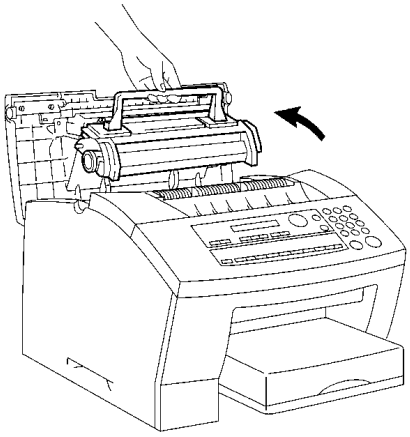
Clearing a Paper Misfeed

1 Move the Print Tray down towards the rear. Pressing the Printer Cover Lock Release Button, swing open the Printer Cover.



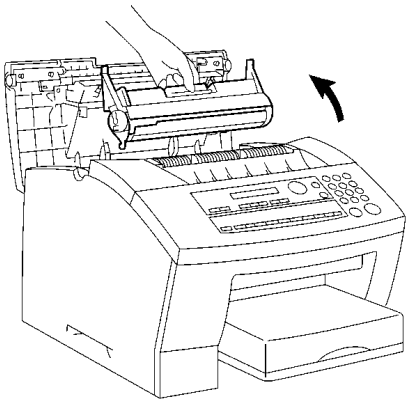
4503UB06

2 Remove the Toner Cartridge from the fax.



4503UB07

3 Remove the Drum Cartridge from the fax.



4503UB11

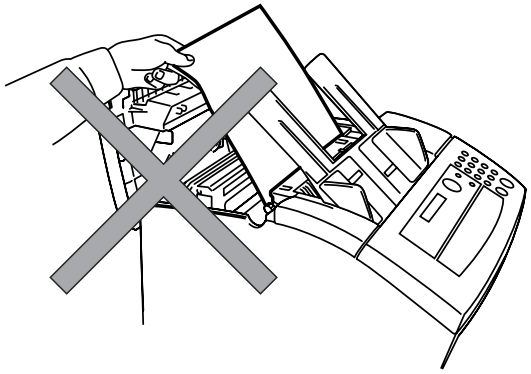
NOTE

Whenever the Drum Cartridge has been removed from the fax, be sure to cover it with a cloth to prevent light from striking it.

4 How to remove the paper depends on where it is caught. Remove the paper following the instructions according to where it is jammed.

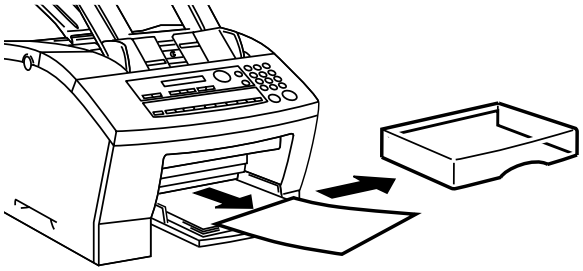
NOTE

Slowly remove the paper not to break it.
Do not pull out the paper caught in the fax machine from the side of the Document Feeding Tray, or otherwise the toner will stick to the Fixing Unit and stain paper in the next printing.



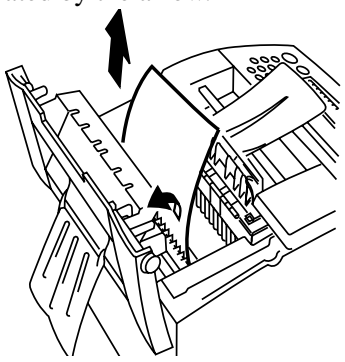
4503UC04

When the end of the sheet of paper is seen from the Paper Tray:
Remove the Paper Cassette and pull out the paper in the direction shown by the arrow.



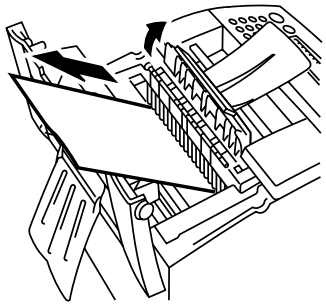
4503UC05

When the end of the sheet of paper is seen within the fax machine:
Hold its rear end, and pull it in the direction indicated by the arrow.



4503UC06

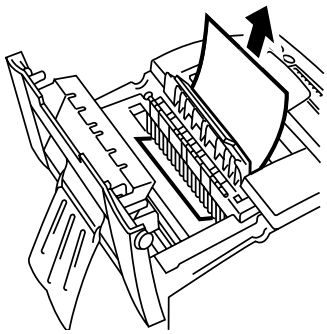
When the end of the sheet of paper is seen from the Paper Tray:
Remove the Paper Cassette and pull out the paper in the direction shown by the arrow.



4503UC07

NOTE

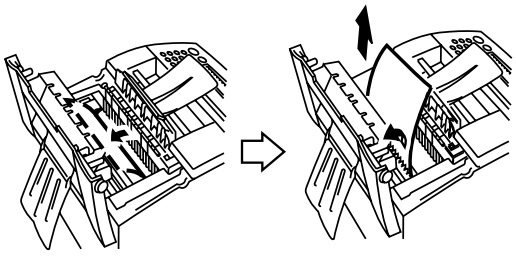
Only when the exposed end of the sheet of paper is so short that the paper cannot be pulled out from under the Fusion Unit, pull it out in the direction shown by the arrow. Note, however, that removing paper this way may cause stains to appear on the paper in the next printing.



4503UC08

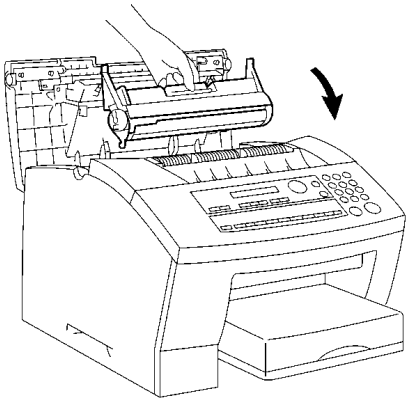
When the paper is caught between the Fusion Unit and Feed Roller:

1. Pull out the paper from the Fusion Unit in the direction shown by the arrow.
2. Pull out the paper from the Feeder Roller in the direction shown by the arrow.



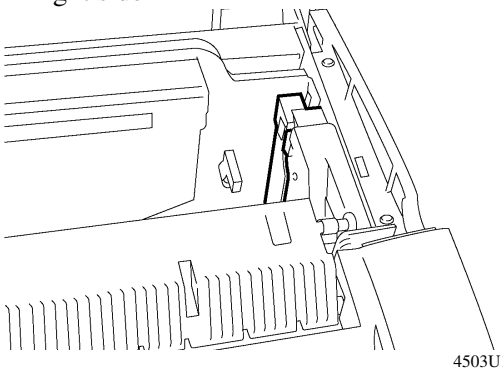
4503UC09

5 Install the Drum Cartridge in the fax, aligning its projections with the slots inside the fax frame.



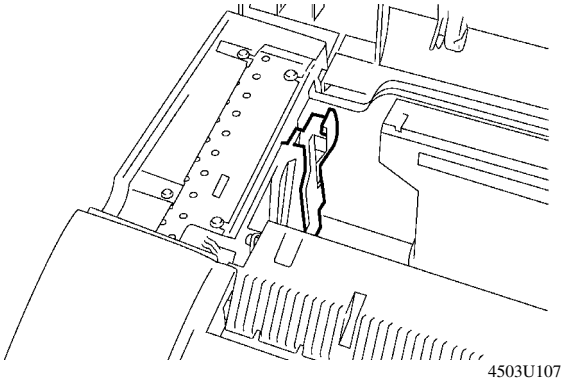
4503UB12

Right side



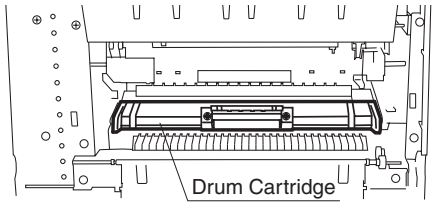
4503U106

Left side



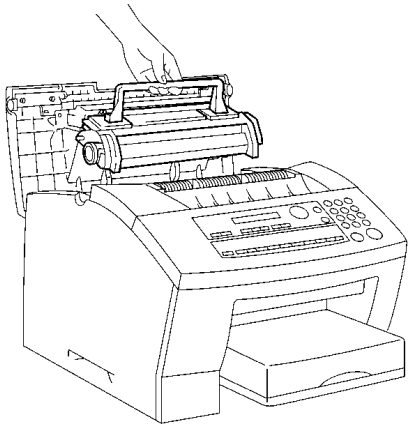
4503U107

Top view



4503UB13

6 Install the Toner Cartridge in the fax, making sure that the four pins of the cartridge (two each at the right and left sides) fit in the slots inside the fax frame.



4503U110

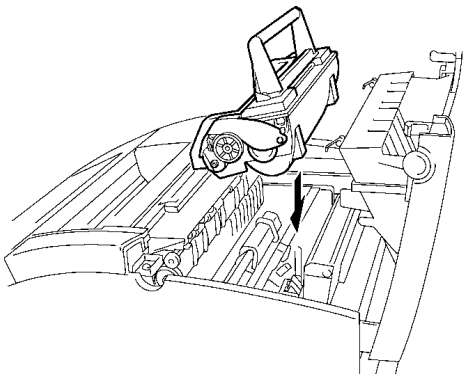
NOTE

Setting marks showing the direction and order of installation of the Drum Cartridge and Toner Cartridge are stuck to the FAX body, the Drum Cartridge and Toner Cartridge. Install the cartridges as shown by them.
Distinction of direction by color:

Right: Yellowish green
Left: Blue
Distinction of order by number (Stuck on the right side):

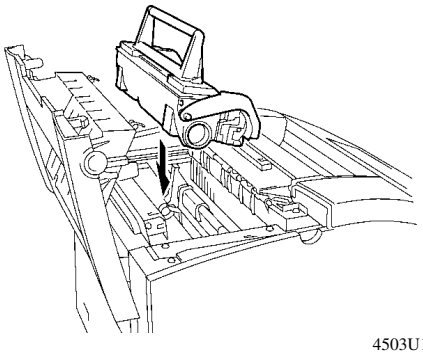
1: Drum Cartridge
2: Toner Cartridge

Right side



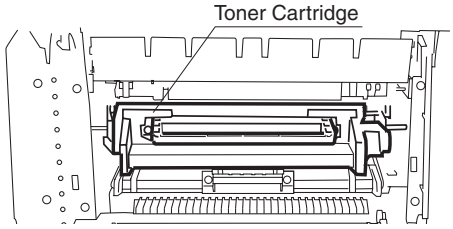
4503U112

Left side



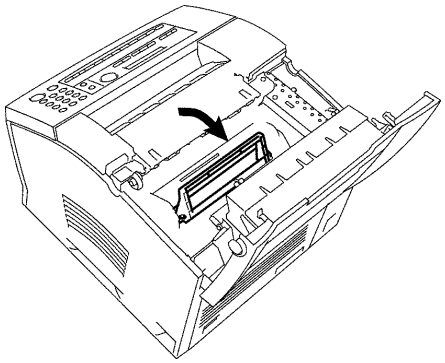
4503U111

Top view



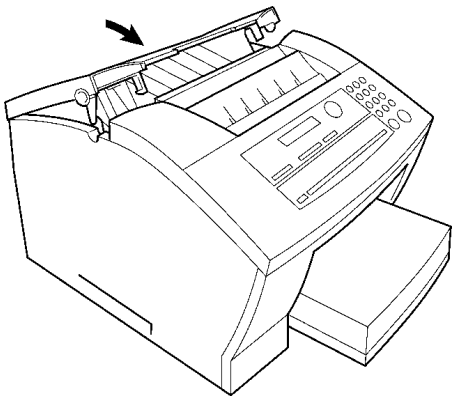
4503UB09

7 Push the handle of the Toner Cartridge to fix the Toner Cartridge.



4503UB20

8 Close the Printer Cover and press the portion of the Printer Cover shown below down to lock the Printer Cover into position.

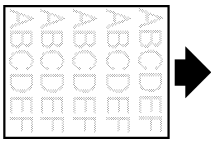
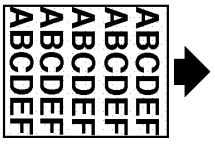
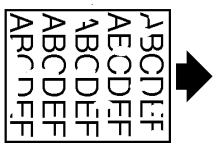
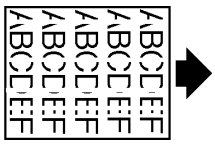
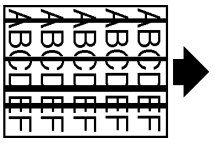
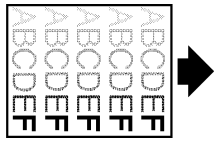


4503UB14

The error message is reset and the initial screen reappears.

When an Unclear Print is Produced

Take the following action if a faulty print is made. If good prints are not made even after these corrective procedures, contact your Technical Representative.

Symptom	Cause	Action
The image is light. 	"Print Density" in the SET utilities is not properly set.	Set "Print Density" to an appropriate level. ⇨ pp. 8-2, 8-4
	The Toner Cartridge is running out of toner.	Remove the Toner Cartridge and shake it several times.
		Replace the Toner Cartridge with a new one. ⇨ p. 11-3
	The Drum Cartridge needs replacement.	Replace the Drum Cartridge with a new one. ⇨ p. 11-5
The image is dark. 	"Print Density" in the SET utilities is not properly set.	Set "Print Density" to an appropriate level. ⇨ pp. 8-2, 8-4
	The Drum Cartridge needs replacement.	Replace the Drum Cartridge with a new one. ⇨ p. 11-5
Partial void image. 	The paper loaded in the Paper Feeding Tray is damp.	Replace the paper in the Tray with a new, dry supply. ⇨ pp. 11-1
	The Drum Cartridge needs replacement.	Replace the Drum Cartridge with a new one. ⇨ p. 11-5
White line Black line  	The Contact Image Sensor of the Scanner is dirty.	Clean the surface of the Contact Image Sensor. ⇨ p. 11-8
	The Drum Cartridge needs replacement.	Replace the Drum Cartridge with a new one. ⇨ p. 11-5
Uneven image density. 	Toner is uneven inside the Toner Cartridge.	Remove the Toner Cartridge and shake it several times. ⇨ p. 11-3
	The Drum Cartridge needs replacement.	Replace the Drum Cartridge with a new one. ⇨ p. 11-5

Some Troubleshooting Tips

Here are some tips for troubleshooting your fax. First, take the actions shown below. But, if the problem persists, call your Technical Representative.

Symptom	Action
The image received is not clear.	Make a copy of the fax of an original with a clear image to check the image quality. • If the copy is not clear: • Your fax may need corrective measures. Take action according to "When an Unclear Print is Produced" on the preceding page. ⇨ p. 12-8 • If the copy is clear: • The telephone line or the fax machine of the other party is probably at fault. Ask the other party to retransmit the document.
The image received is skewed.	The document was probably fed in skewed due to the Document Guide Plate being improperly positioned on the fax machine of the other party. Ask the other party to retry transmission.
A document you transmitted to another party was not received clearly.	Make a copy of the fax of the document transmitted to check for image quality. • If the copy is not clear: • Your fax may need corrective measures. Clean the Contact Image Sensor of the Scanner of your fax. ⇨ p. 11-8 • If the copy is clear: • The telephone line or the fax machine of the other party is probably faulty. Retransmit the document to check the image quality received again.
A document you transmitted to another party was received skewed.	The document was probably fed in at an angle due to the Document Guide Plate being improperly positioned on your fax. Press the Document Guide Plate tightly up against the edge of the document. ⇨ p. 3-4 Retry transmission and check on the status of the document received.
No fax communication can be made.	• The setting made for Tone/Pulse of the SET utilities does not match the type of telephone line being used. • The line is unplugged. Check that the cord is plugged into the telephone line connector and the LINE terminal of your fax. ⇨ p. 1-5 • The power is probably OFF. Check that the power cord is plugged into the power cord socket of your fax and the power outlet. ⇨ p. 1-5 Check that the Power Switch is in the ON position. ⇨ p. 2-6
Nothing appears on the Message Display.	• The power is probably OFF. Check that the power cord is plugged into the power cord socket of your fax and the power outlet. ⇨ p. 1-5 Check that the Power Switch is in the ON position. ⇨ p. 2-6
Multi-page documents are misfed or piggybacked.	• Set the documents with each page shifted and parted slightly from the beneath page as if the forefront of them form a wedge viewed from the side.

Chapter 13

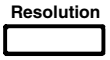
Appendices

Quick Reference Guide

Manual Dialing: Using the Numeric Keys

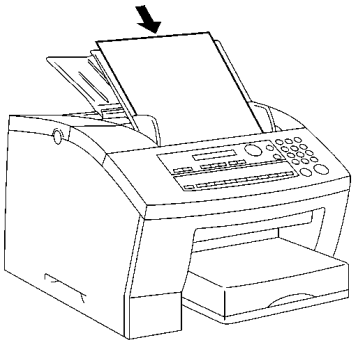
⇨ p. 3-6

1 Select the resolution.



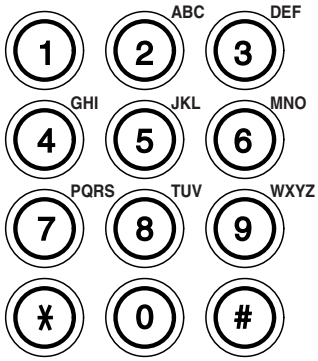
4258U05I

2 Place the document.



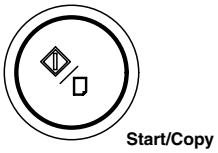
4503U321

3 Dial using the Numeric keys.



4503U15I

4 Press the Start key.

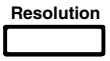


4503U16I

One Touch Dialing

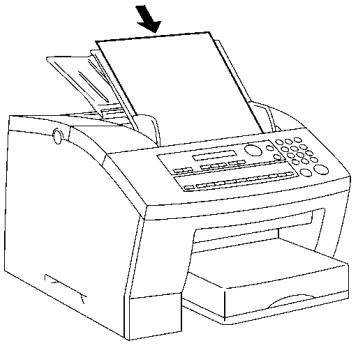
⇨ p. 3-8

1 Select the resolution.



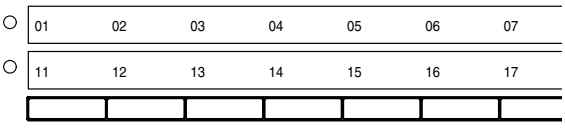
4503U05I

2 Place the document.



4503U321

3 Press a One-Touch key.
(TX starts.)

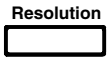


4503U34I

Speed Dialing

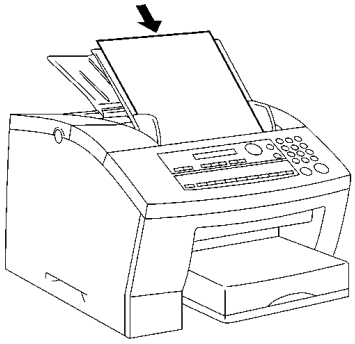
⇨ p. 3-10

1 Select the resolution.



4503U05I

2 Place the document.

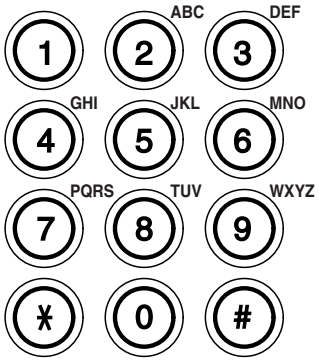


4503U321

3 Press the Speed Dial key.

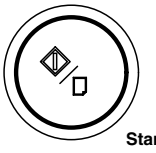
4503U13I

4 Enter the Speed Dial number using the Numeric keys.



4503U15I

5 Press the Start key.

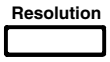


4503U16I

Manual Redialing

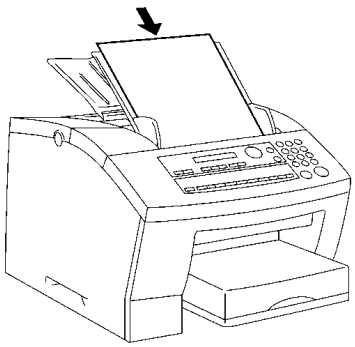
⇨ p. 6-3

1 Select the resolution.



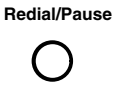
4503U05I

2 Place the document.



4503U321

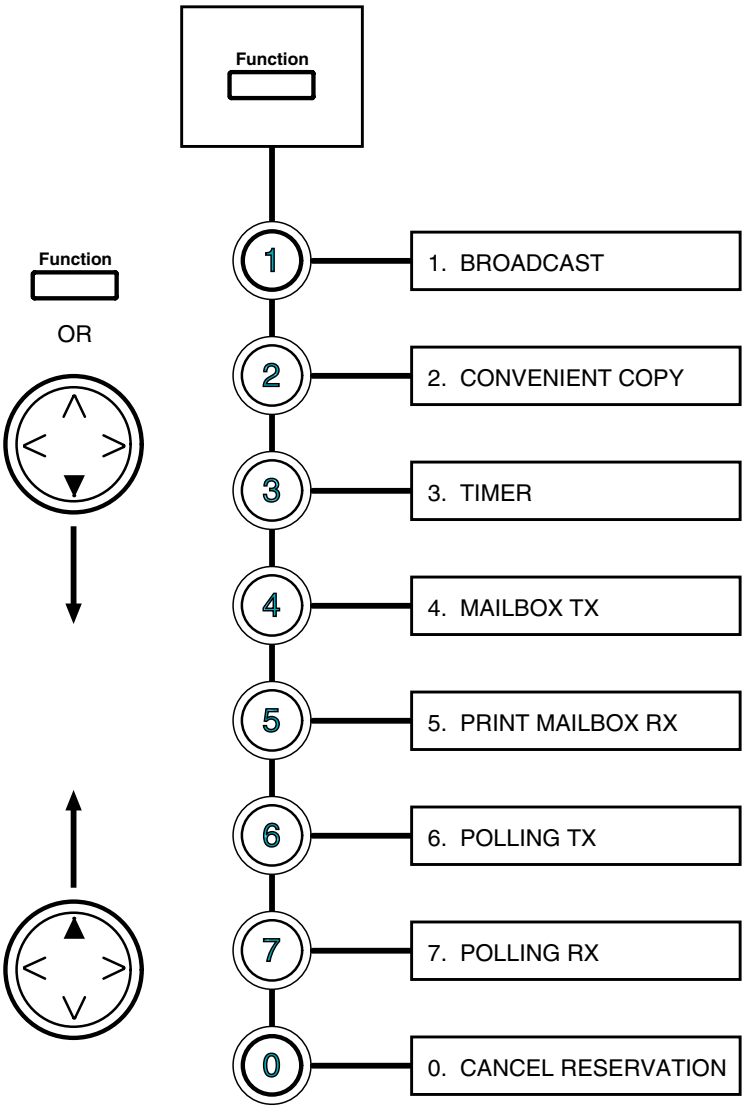
3 Press the Redial Key. (TX starts.)



4503U14I

FUNCTION Utilities

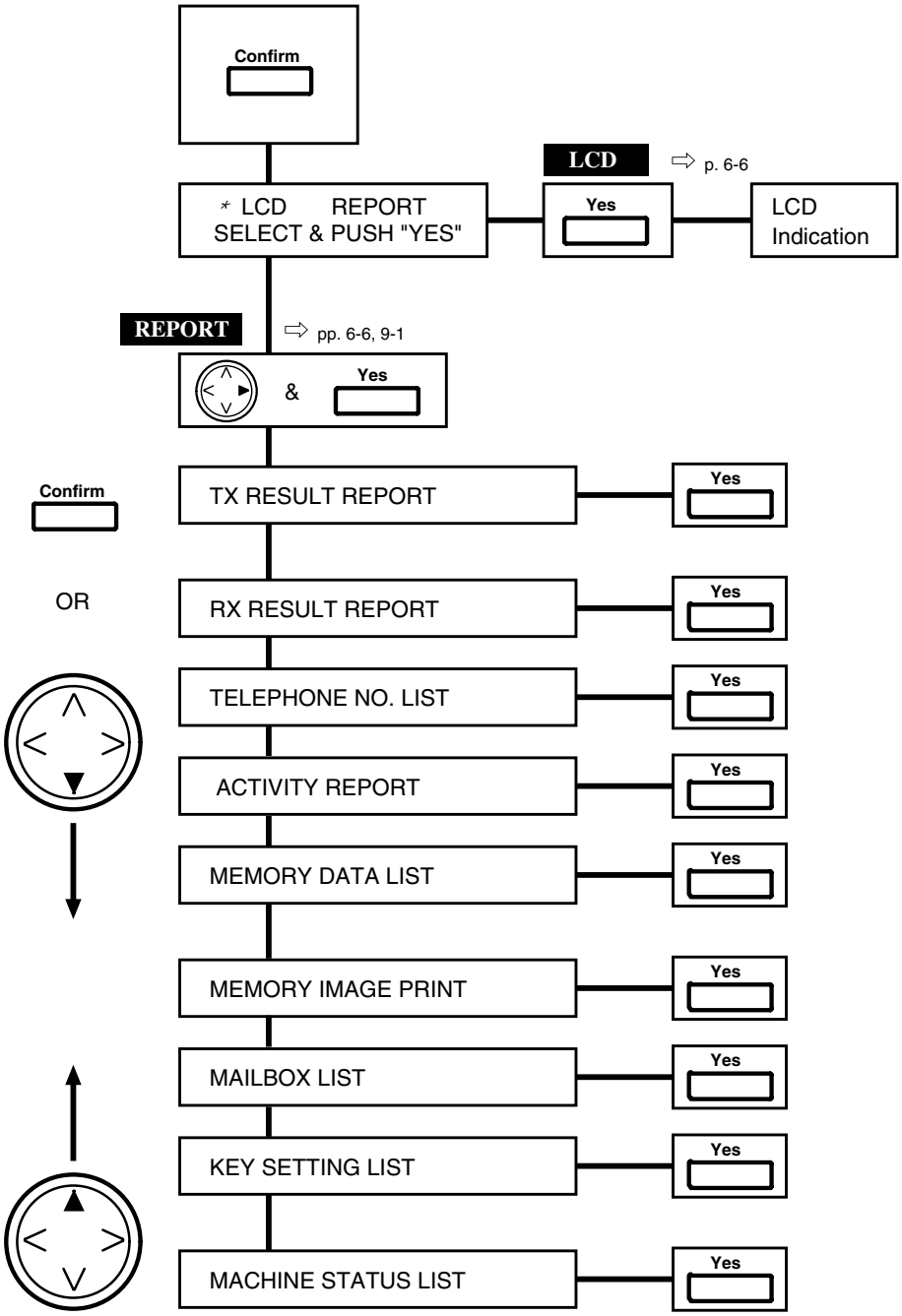
⇨ p. 4-1



4503UD01

CONFIRM Function

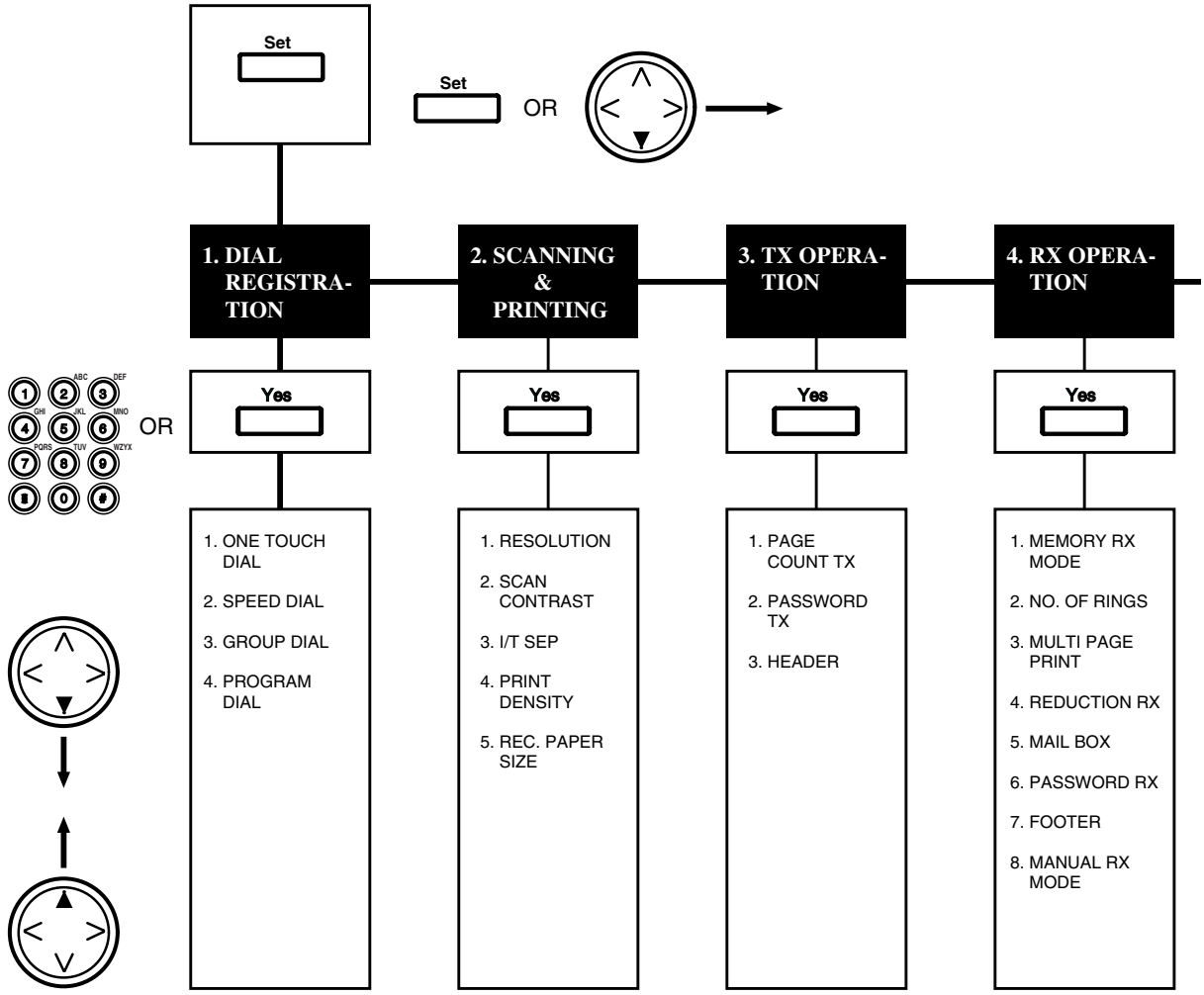
⇨ p. 6-6



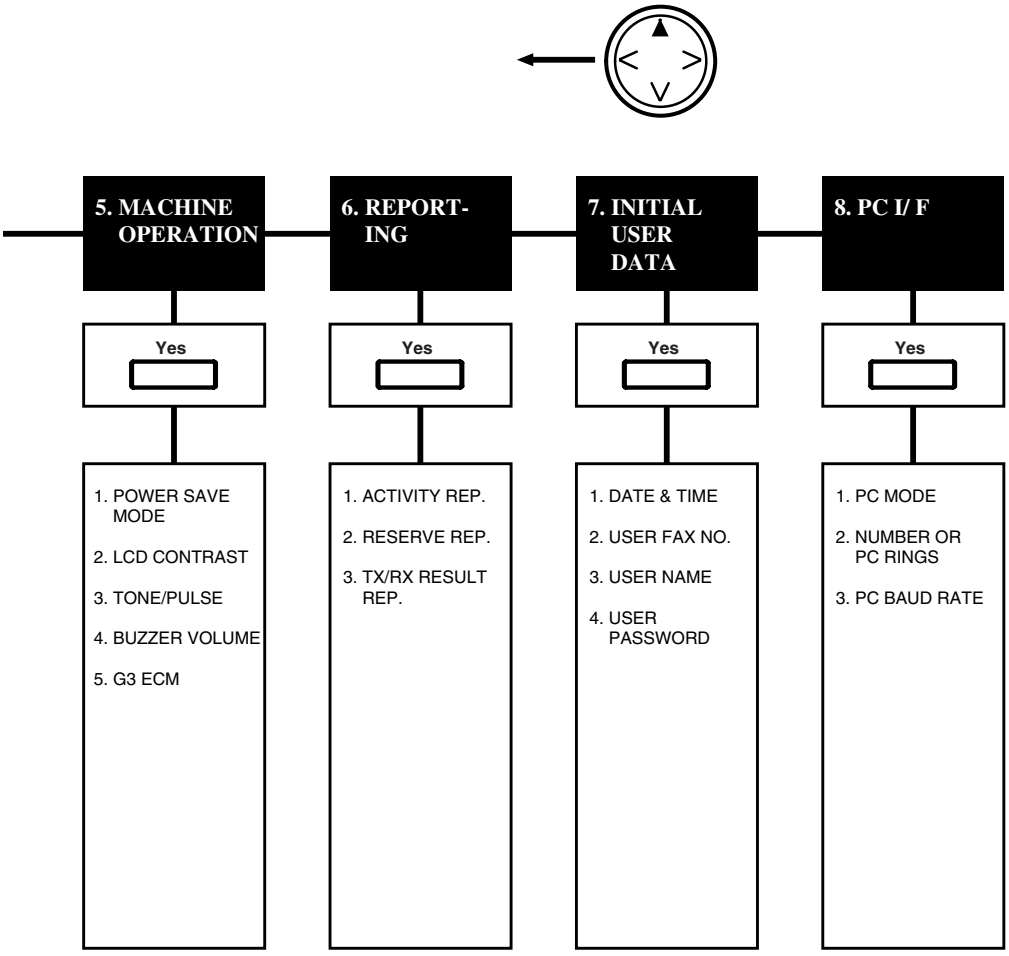
4503UD02

SET Utilities

⇨ p. 8-1



4503UD03



Example : Setting Tone/Pulse

1. Press the Set key five times. Or, press the Set Key once, then press the Down Arrow key four times.

Set

2. Press "3 ". Or, press Yes once.

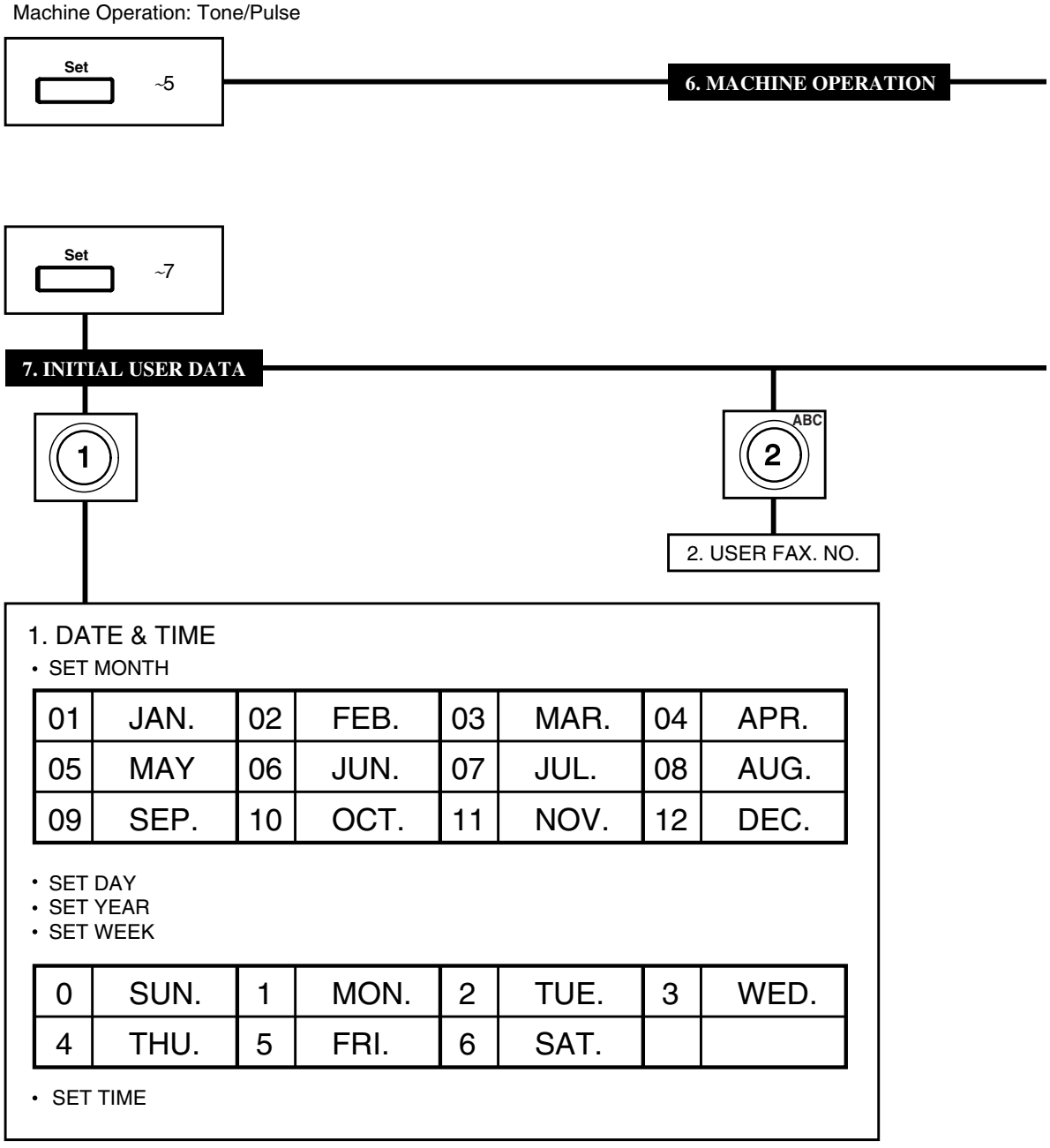
Yes

3. If you have pressed Yes in step 2, press the Down Arrow key twice.

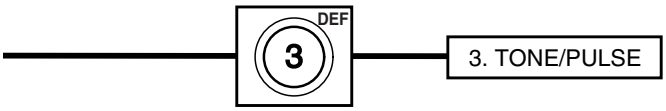
4503UD04

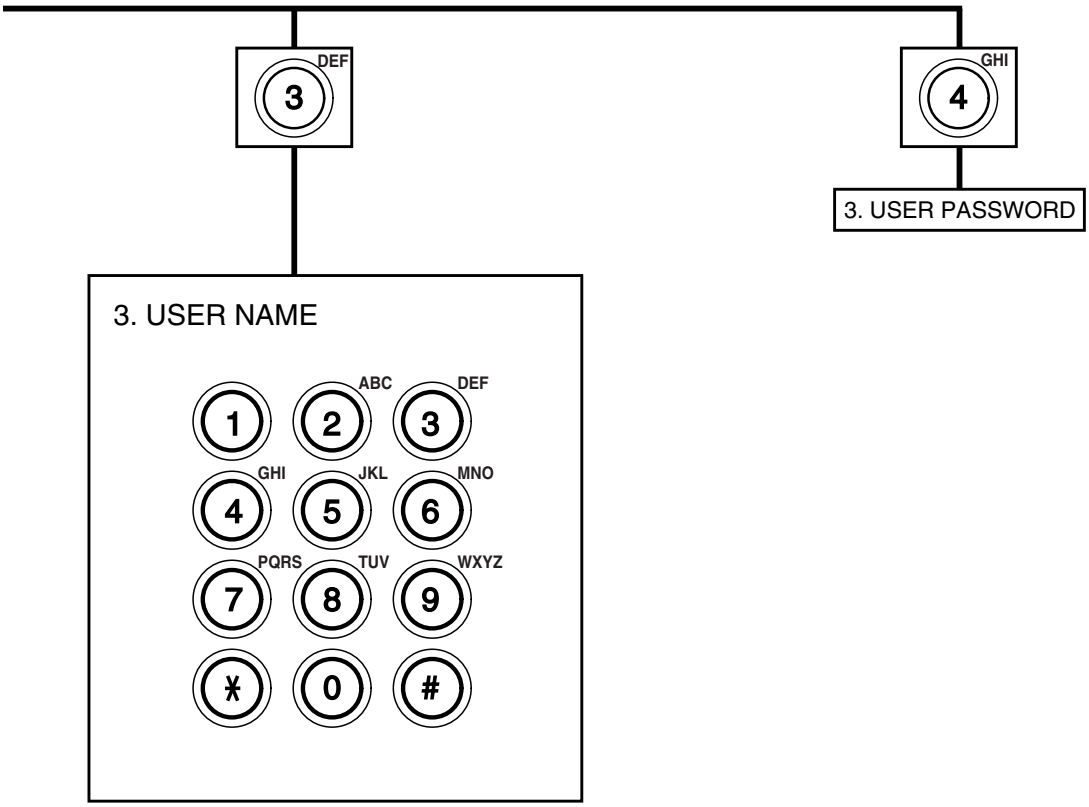
Initial User Data

⇨ p. 2-12



4503UD05

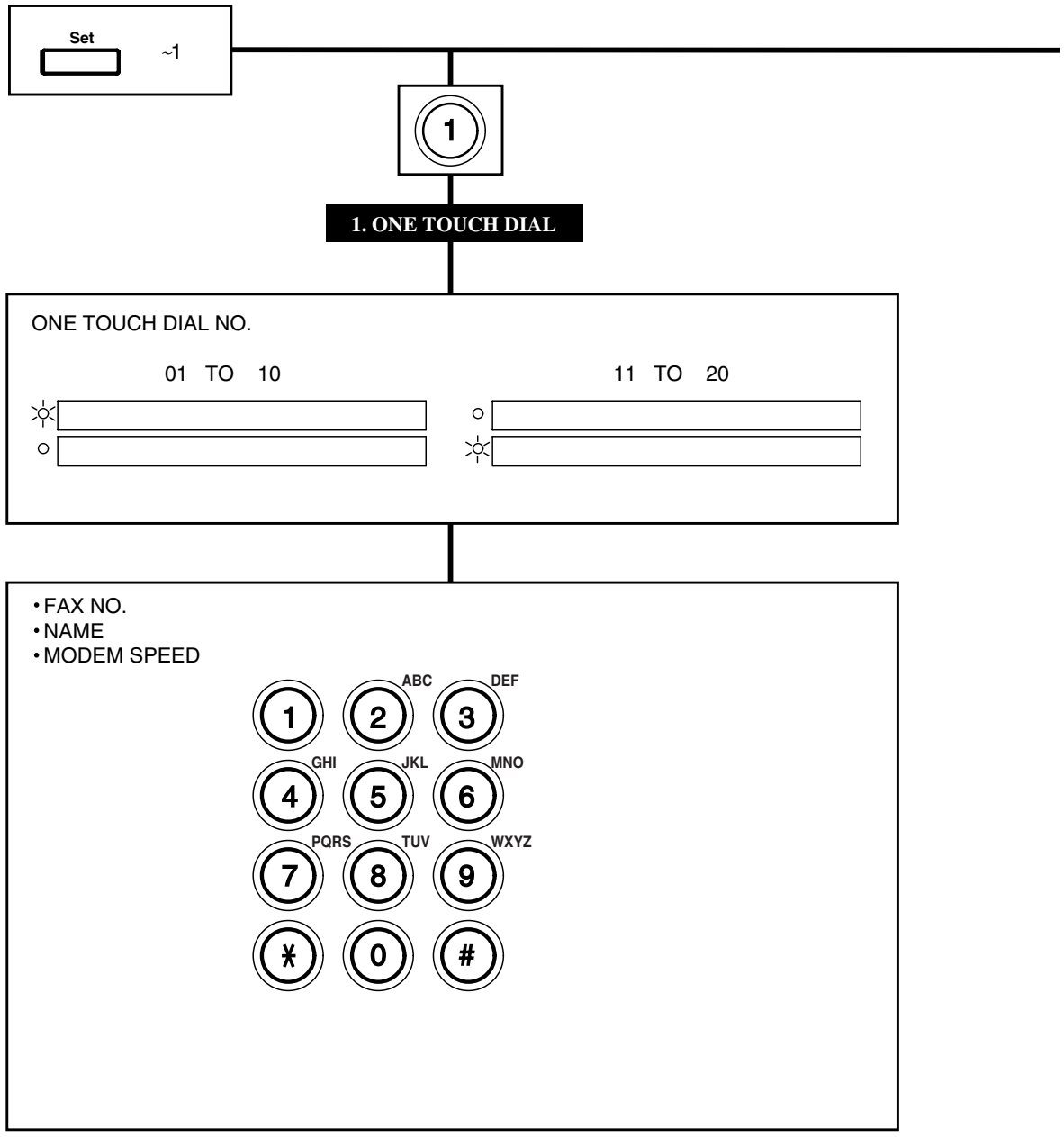

DEF
3
3. TONE/PULSE


DEF
3
GHI
4
3. USER PASSWORD
3. USER NAME
ABC
DEF
1
2
3
GHI
JKL
MNO
4
5
6
PQRS
TUV
WXYZ
7
8
9
*
0
#

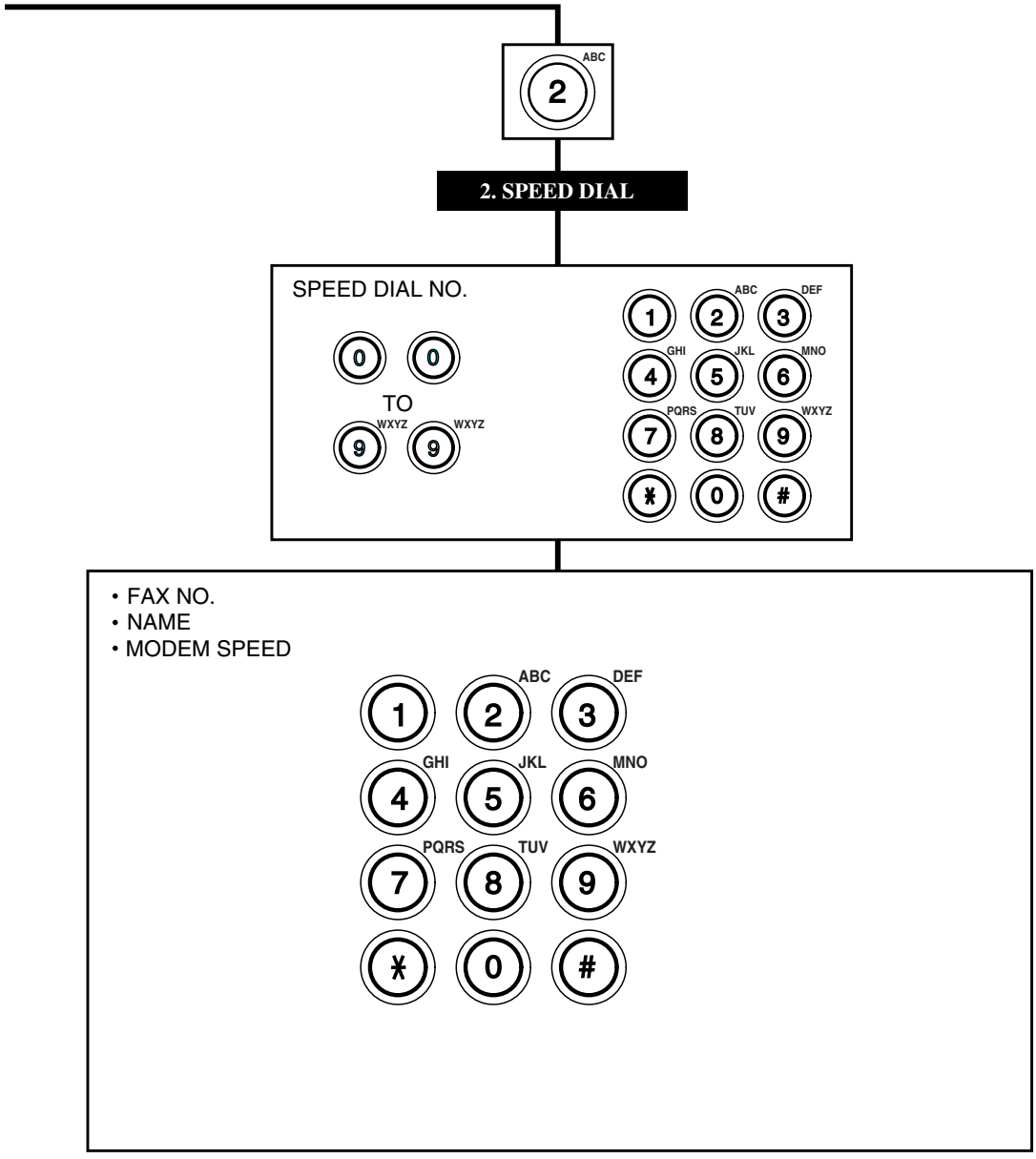
4503UD06

Dial Registration

⇨ p. 2-18



4503UD07


2
ABC
2. SPEED DIAL
SPEED DIAL NO.
0
0
TO
9
WXYZ
9
WXYZ
1
2
ABC
3
DEF
4
GHI
5
JKL
6
MNO
7
PQRS
8
TUV
9
WXYZ
*
0
#
• FAX NO.
• NAME
• MODEM SPEED
1
2
ABC
3
DEF
4
GHI
5
JKL
6
MNO
7
PQRS
8
TUV
9
WXYZ
*
0
#

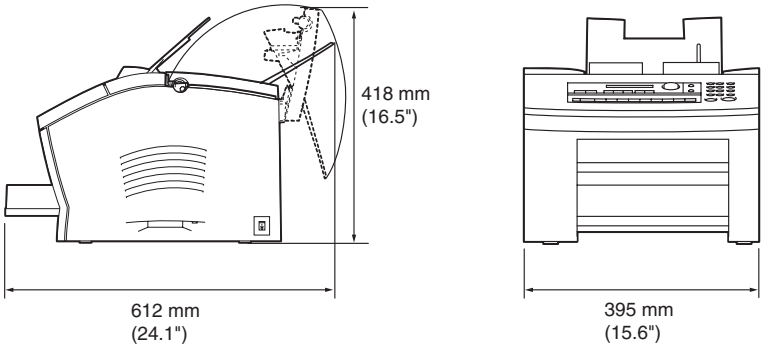
4503UD08

Specifications

MINOLTA FAX 1600e

Type	: Desk top type
Applicable telephone line	: Subscriber's line
Transmission mode	: CCITT G3 ECM/G3, Unique mode
Document size	: Width 148mm to 216mm (5-3/4" to 8-1/2") Length 100mm to 500mm (4" to 20") Thickness 50g/m^2 to 120g/m^2 (13-1/4lbs. to 32lbs.)
Effective scanning width	: Maximum 208mm (8-1/4")
Paper type	: Ordinary plain paper, Recycled paper (60g/m^2 to 90g/m^2 16lbs. to 24lbs.)
Printing Paper Size	: Letter lengthwise, A4 lengthwise, Legal lengthwise
Paper capacity	: Paper Feeding Tray 250 sheets
Effective printing width	: Letter/Legal 208mm (8-1/4"), A4 202mm (8")
Effective printing length	: Unlimited (Page separate)
Transmission time	: 6 seconds
Scanning resolution	: Horizontal 8 dots/mm Vertical 3.85 lines/mm (Standard), 7.7 lines/mm (Fine) , 15.4 lines/mm (Super Fine)
Reading method	: Contact image sensor
Recording method	: Laser beam scanning, Electrostatic Dry Powered Image transfer to plain paper (LBP)
Coding method	: Modified Read (MR), Modified Huffman (MH), Modified Modified Read (MMR), Proprietary mode
Modem speed	: 14,400bps/12,000bps/9,600bps/7,200bps/4,800bps/2,400bps (Automatic fallback)
Print resolution	: Horizontal 16 dots/mm (406 dpi) Vertical 15.4 dots/mm (391 dpi)
Warm-up time	: Within 25 sec. (when power supplied at 23°C/73.4°F)
Paper exit system	: Face Down Exit System (200 prints maximum)
Developing system	: Single element developing system (FMT system: Fine Micro Toning system)
Drum charging system	: Rotating brush charging
Image transfer system	: Roller Image Transfer system
PC Drum	: OPC (Organic Photoconductor)
Drum cleaning system	: Cleanerless system
Paper separating system	: Curvature separating system + Charge neutralizing pin
Fusing system	: Heat roller fusing system
Automatic document feeder	: Maximum 20 sheets
Power supply	: 120V, 60Hz 230V, 50Hz
Power consumption	: During operation 550W or less During idle state (average): 15W or less (when the Heater Lamp is OFF)
Acoustic noise	: 37dB (A) or less (idle state) 50dB (A) or less (during operation) Operating environment:Temperature 10°C to 35°C (50°F to 95°F): Humidity 15%RH to 85%RH
Machine life	: 150,000 prints or 5 years

Drum cartridge life : 20,000 prints or more (when the black to white ratio on multi prints is 5%)
Toner cartridge life : Inicial 3,000 prints or more (when the black to white ratio on multi prints is 5%)
After 6,000 prints or more (when the black to white ratio on multi prints is 5%)
Dimensions : Width 395mm (15.6 inch), Depth 612mm (24.1inch), Height 418mm (16,5 inch)
(except Print Tray, Document Feeding Tray and Paper Feeding tray)



Weight : Approx. 12kg without Drum Cartridge, Toner Cartridge, Paper Feeding Tray and memory board.
Option : Memory board 2MB

System requirements

Interface cable : RS-232C(Straight)
PC end: 9-pin D-SUB Female
FAX end: 9-pin D-SUB Male
Baud Rate : 19,200 bps
Software : Conformable to AT command
EIA-578 class fax control command
PC I/F : AT Command Class-1

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